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VERTICAL FILE
MIMEOGRAPHED MATERIAL
JUL 17 1923
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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE

June, 1923.

Last list published

PRINTED.

Misc. Circ. 4. List of Workers in Subjects Pertaining to Agriculture, Pt. 2,
pp. 108.

Hawaii Sta. Bul. 47. Application of the Principles of Jelly Making to
Hawaiian Fruits. By J. C. Ripperton. pp. 24, pl. 1.

Hawaii Sta. Bul. 48. Swine Raising in Hawaii. By F. G. Krauss. pp. 43, figs. 26.

Virgin Islands Sta. Bul. 3. Insect Pests of Cotton in St. Croix and Means of
Combating Them. By Charles E. Wilson. pp. 20,
figs. 21.

Blank for financial report of agricultural experiment stations, 1923. pp. 23.

Form 285A. Blank for annual report of county extension workers, special edition.
pp. 29.

Forms 10 and 11. Letters of authorization. :
Form 12. Letter of suspension. :

Form 13. Schedule of vouchers. :
Form 19. Master financial statement. :

Form 19-A. Detail of appropriation credits. :
Form 19-B. Detail of salary liabilities and payments. :

Form 19-C. Individual letters of authorization, encumbrance and balance sheet. :
Form 19-D. Statement showing condition of allotments to projects. Accounting

Office.

Form A-8. Register insert sheet. :
Form 24. Salary payment cards - white. :
Form 24-W. Salary payment cards - buff. :
Salary cards, buff and green. :
Letterheads, Office of Accounts, Office of the Secretary.

Ledger leaf. (Office of Extension Work.)

Franked slips. (Office of Extension Work.)

DUPLICATED.

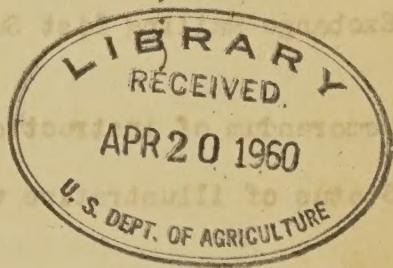
Office of the Director.

Community score-card. (Federal Council of Citizenship Training.) pp. 8.

Administrative Assistant's Office.

Circular letter re: Standardized placement of tests in agriculture, engineering,
and home economics. p. 1.

Recommendation for appointments. Reprint. p. 1.



Inventory cards, white and blue. Reprints.

Bureau Accounting Office.

Form 21. Request for bill of lading. p. 1. (P)

Form 22. Request for transportation requests. p. 1. (P)

Form 25. Memorandum of absence from Washington on official business under letter of authorization to travel. pp. 2. (P)

Form 30. Request for letter of authorization. p. 1. (P)

Form 33. Itinerary report blank. pp. 2. (P)

Form for classified estimate of expenditures for fiscal year 1924. pp. 2. (P)

FL-1. Form letter for transmitting letter of authorization and transportation request. p. 1.

FL-2. Form letter for transmitting requests for transportation. p. 1.

Letterheads with reference block, and without. (P)

Sheet for binder with leaded line along marginal edge. (P)

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during May, 1923. pp. 10. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, May, 1923. pp. 3. (P)

Exchange Mailing List Supplement, June 1, 1923. pp. 3.
June 30, 1923. pp. 4.

Memorandum of instruction for preparation of List of Workers, 1923-24. p. 1.

Status of illustrative work. (Blank form.) p. 1.

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during May, 1923. pp. 4. (P)

Classification of experiment station accounts. pp. 10.

Blank form for salaries of station officials receiving Federal funds, 1922-23.

Circular letter to extension directors re: Financial Report, 1922-23. p. 1.

Insular Stations.

Some Worthwhile Accomplishments of the Hawaii Agricultural Experiment Station, 1901-1923. pp. 12. (P)

Office of Extension Work.

Farm Management Demonstration Notes Taken from Narrative Reports, January 1 to March 31, 1923. pp. 29. (P)

A Program for Marketing Extension Work. pp. 5. (P)

Organization of Farm Management Extension Work to Reach More People. pp. 9. (P)

The Farm Home from the Farm Management Viewpoint. pp. 4. (P)

Report of the Farm Management Section of the Conference of Extension Workers in the Corn Belt States, Chicago, May 16-18, 1923. pp. 3. (P)

Report of the Farm Home Section of the Conference of Extension Workers in the Corn Belt States. pp. 4. (P)

Home Demonstration Work in the Corn Belt States. (A paper presented by C. B. Smith at the conference of extension workers from the Corn Belt States.) pp. 3. (P)

Measuring Results of Extension Work. pp. 9. (P)

Marketing Extension in Iowa. pp. 5. (P)

Furnishing and Caring for Your Room. Reprint. pp. 8.

Ways of Using Strawberries. pp. 6. (P)

Statistical Results of Cooperative Extension Work, 1922. pp. 25. (P)

Farm Management Demonstrations Memo. 72, inclosing digest of work for Oct.-Dec., 1922, and Jan.-March, 1923. pp. 2.

Farm Management Demonstrations Memo. 73, inclosing copy of score card. p. 1.

Farm Management Demonstrations Memo. 74, inclosing material regarding surveys. pp. 2

Circular letters to extension directors re:

Report of farm management section of conference of extension workers, Corn Belt States. p. 1.

Request for information for directory of cow and bull associations. p. 1.

The campaign against malnutrition. p. 1.

News sheet entitled "The Extension Pathologist." p. 1.

Farm household account books. p. 1.

F. B. 1302. How to Get Rid of Rats. p. 1.

Circulars prepared by Bureau of Agricultural Economics, on classes, standards, and grades of eggs. p. 1.

Paper on "The Farm Home from the Farm Management Viewpoint." p. 1.

Paper on "Measuring Results of Extension Work." p. 1.

Paper on "Organization of Farm Management Work to Reach More People." p. 1.

Paper on "Home Demonstration Work in the Corn Belt States." p. 1.

Paper on "The Farm Income - A Factor in Extension Work with the Home," p. 1.

Report of the Farm Home Section. p. 1.

Paper on "The Farm Girl in the Farm Program," p. 1.

Blank forms:

Form 287. What farmers think of extension work! p. 1.

Questionnaire on forest extension. pp. 4.

Reference of appointment papers. Reprint. p. 1.

Hay, forage, or cover crops (page 13 of county agents' report), Reprint. p. 1.

Information blank regarding grape growing. p. 1.

Analysis chart. p. 1.

Project form. p. 1.

"Plan of work" slip. Reprint. p. 1.

Form 244. Central files slip. Reprint.

Reference slip, Division of Methods. p. 1. Reprint.

Appointment request blank, Form 2. Reprint. pp. 2.

Letterhead, Cooperative Extension Work.

Office of Home Economics.

Jellied grapefruit, orange, or lemon peel. pp. 2. (P)

Home curing of beef. p. 1. (P)

Cranberry jam and candied cranberries. p. 1. (P)

Amber marmalade from orange, grapefruit, and lemon. p. 1. (P)

Crystallized fruits. p. 1. (P)

Candied fruit. p. 1. (P)

Candied cherries. p. 1. (P)

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
MAY, 1923.

PRINTED.

Dept. Circ. 255. Status and Results of Boys' and Girls' Club Work, Northern and Western States, 1921. By George E. Farrell. pp. 29, figs. 12.

Experiment Station Record, Vol. 48, No. 4. pp. VIII - 301-400.
Vol. 48, No. 5. pp. IX - 401-500.
Vol. 48, No. 6. pp. IX - 501-600.

Liability card. 5 x 8 (Office of Cooperative Extension Work.) Reprint.

Photographic mounts. Reprint.

DUPLICATED.

Administrative Assistant's Office

Report of Services of Probationary Appointee. (Blank form) Reprint. p. 1.

Application for Appointment or Transfer. (Blank form) Reprint. p. 1.

Radiogram receipt slip.

Bureau Accounting Office,

Specifications (for bids) p. 1. (P)

Record of Transportation Accounts Paid. Reprint. 5 x 8 card.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, April, 1923. pp. 3.

State Officers in Charge of Agricultural Extension Work, June, 1923. Revision. p. 1.

List of Agricultural Experiment Stations in the United States, June, 1923. Revision. p. 1.

Exchange Mailing List Supplement, May, 1923. pp. 3.

Supplementary Notes for Lantern Slide Series 99. Farm Drainage in the Humid Sections. Revision. pp. 8. (P)

Supplementary Notes for Lantern Slide Series 147. Control and Reclamation of Gullies. pp. 9. (P)

Lantern Slide Series 147. Control and Reclamation of Gullies. pp. 3. (P)

Daily report blank. 5 x 8.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service During April, 1923. pp. 13. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service During April, 1923. pp. 5. (P)

Letter to Directors of the Agricultural Experiment Stations re: Plans for Adams Fund Projects, 1923-24. p.1.

Memorandum re: Application for Approval of Listing for Experiment Station Record. Reprint. $3\frac{1}{2} \times 8\frac{1}{2}$ slip.

Notification of Experiment Station Record being sent out. Postcard.

Insular Stations.

Crop Record Sheet. Alaska Experiment Stations. p. 1. (P)

Record of Cooperative Experimental Field Crops. Alaska Experiment Stations. p. 1. (P)

Loose leaf sheets. Porto Rico Station. $4 \times 6\frac{1}{2}$ and 5×8 . (P)

Office of Cooperative Extension Work.

Statistical Results of Cooperative Extension Work, 1922. My M. C. Wilson. pp. 25. (P)

Organization and Conduct of County Kitchen Improvement Contests in Virginia. By Miriam Birdseye. pp. 9. (P)

Information Concerning the Use of the Penalty Privilege by Cooperative Extension Employees of the United States Department of Agriculture. Reprint. pp. 4. (P)

A Directory of Some of the Department's Activities of Probable Interest to Extension Directors, May, 1923. pp. 31. (P)

Department Activities Which May be of Interest to Extension Directors. Booklet. (5×8 .) pp. 20.

Farm Management Demonstration Notes Taken from Narrative Reports October 1 to December 31, 1922. pp. 19. (P)

Program Cooperative Extension Conference, Corn Belt States. Booklet. (5×8 .) pp. 12.

Extension Conference:

Tuesday, May 22, 1923. p. 1.

Tuesday, May 29, 1923. p. 1.

Circular letters re:

Procedure in requesting the use of motion picture films. Reprint. pp. 2.
Kitchen improvement demonstrations. pp. 1.
Circulars prepared by the Bureau of Agricultural Economics on
classes, standards and grades of eggs. p. 1.
Valuable economic information. p. 1.
The use and value of the radio in extension work. p. 1.
National club medal. p. 1.
Circulars on eggs. p. 1.
State indexes. p. 1.
Circular on statistical results of cooperative extension work in 1922. pp. 1.
Contemplated survey of farm home conditions. pp. 2.

Form letters:

Form No. 41 re: Penalty envelope regulations. Reprint. p. 1.
Blank form for advising extension directors of action in connection with
appointments. Reprint. p. 1.
Form No. 259 re: Notification of appointment. Reprint. p. 1.
Requests for Motion Pictures. Reprint. p. 1.
Unclaimed letters mailed in penalty envelopes and violations of postal
regulations. p. 1.
Unclaimed letters mailed in penalty envelopes. p. 1.

Form postcard re: Exhausted Publications. 4 x 6.

Form letter to County Agents re: The use and Value of the Radio in Extension
work. p. 1.

Memorandum for Newly Appointed Cooperative Extension Agents. Revision. pp. 2.

Blank forms:

Time Study of Home Demonstration Agent's Work. Reprint. pp. 5.
File Cross Reference. Form 219 revised. Reprint. p. 1.
Salary Liability - Fiscal Year. Reprint. p. 1.
Radio Questionnaire. p. 1. (P)
Record slip (bound and made into pads (P)). 4 x 6.
Report Reference Slip. Revision. 4x8 slip.
"Do not hold on Your Desk" reference slip. Revision. 4 x 8 slip.
Personnel card. 5 x 8. Reprint.

Map showing Radio Broadcasting Stations. (P)

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
April, 1923.

PRINTED

Dept. Circ. 251. Federal Legislation, Regulations, and Rulings Affecting Land-Grant Colleges and Experiment Stations. pp. 50.

Dept. Circ. 254. Homemade Apple and Citrus Pectin Extracts and Their Use in Jelly-Making. pp. 11.

Farmers' Bul. 391. Economical Use of Meat in the Home. Rev. Reprint. pp. 30.

Farmers' Bul. 927. Farm Home Conveniences. Reprint. pp. 29, figs. 24.

Farmers' Bul. 1236. Corn and Its Uses as Food. pp. 27, figs. 5.

Farmers' Bul. 1313. Good Proportions in the Diet. pp. 24, figs. 5.

Report of the Alaska Agricultural Experiment Stations, 1921. pp. 58, pls. 12.

Report of the Guam Agricultural Experiment Station, 1921. pp. 43, pls. 6.

Experiment Station Record, Vol. 48, No. 3. pp. X + 201-300.

DUPLICATED

Office of the Director

Memorandum regarding the use of public telephones for personal calls. p. 1.

Administrative Assistant's Office

Form letter regarding Recommendation for Appointment. Reprint. p. 1.

Bureau Accounting Office

Request for Authorization for Official Travel. Reprint. p. 1. (P)

Memorandum of Travel Performed upon Transportation Requests. Reprint. p. 1. (P)

Editorial Division

Printed and Duplicated Material Issued by the States Relations Service, March, 1923. pp. 4.

Lantern Slide Series 99 - Farm Drainage in the Humid Section. pp. 2. (P)

148 - Educational Milk-for-Health Campaigns. pp. 2. (P)

151 - The Anatomy of the Honeybee. pp. 2. (P)

152 - Exhibit shown at the International Livestock Exposition. pp. 2. (P)

153 - Exhibit shown at the National Dairy Exposition. pp. 2. (P)

Supplementary Notes for Lantern Slide Series 151. The Anatomy of the Honeybee.
By E. L. Sechrist, Bureau of Entomology. pp. 15. (P)

Supplementary Notes for Lantern Slide Series 152. Exhibit Shown at the International Livestock Exposition. pp. 4. (P)

Supplementary Notes for Lantern Slide Series 153. Exhibit Shown at the National Dairy Exposition. pp. 4. (P)

Memo. re: Return of Manuscripts and Proof Referred for Examination and Comment.
p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service During March, 1923. pp. 9. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service During March, 1923. pp. 4. (P)

Research in Agricultural Engineering, 1922. By R. W. Trullinger. pp. 20. (P)

Letter to the Directors and Accountants of the Experiment Stations re: Classification of Experiment Station Accounts. pp. 3. (P)

Insular Stations.

Receipts for Porto Rico Agricultural Experiment Station. p. 1. (P)

Franked postcard for Porto Rico Station (Mayaguez) Reprint. (P)

Office of Cooperative Extension Work.

Some Essentials of a Supervisory Program. By H. W. Hochbaum. Reprint. pp. 4. (P)

List of Employees in Cooperative Extension Work, March 15, 1923. pp. 128. (P)

Certification of Offset to Federal Smith-Lever Funds. p. 1. (P)

Form 284. Information Concerning the Use of the Penalty Privilege by Cooperative Extension Employees of the United States Department of Agriculture. Reprint. pp. 4. (P)

Memorandum for Doctor C. B. Smith from Assistant Secretary Pugsley re: Exhibits. pp. 3.

Circular letters re:

Introduction of a Feeding Campaign. p. 1.

Forms upon which to submit plans for expenditure of extension funds. p. 1.

Form letters re:

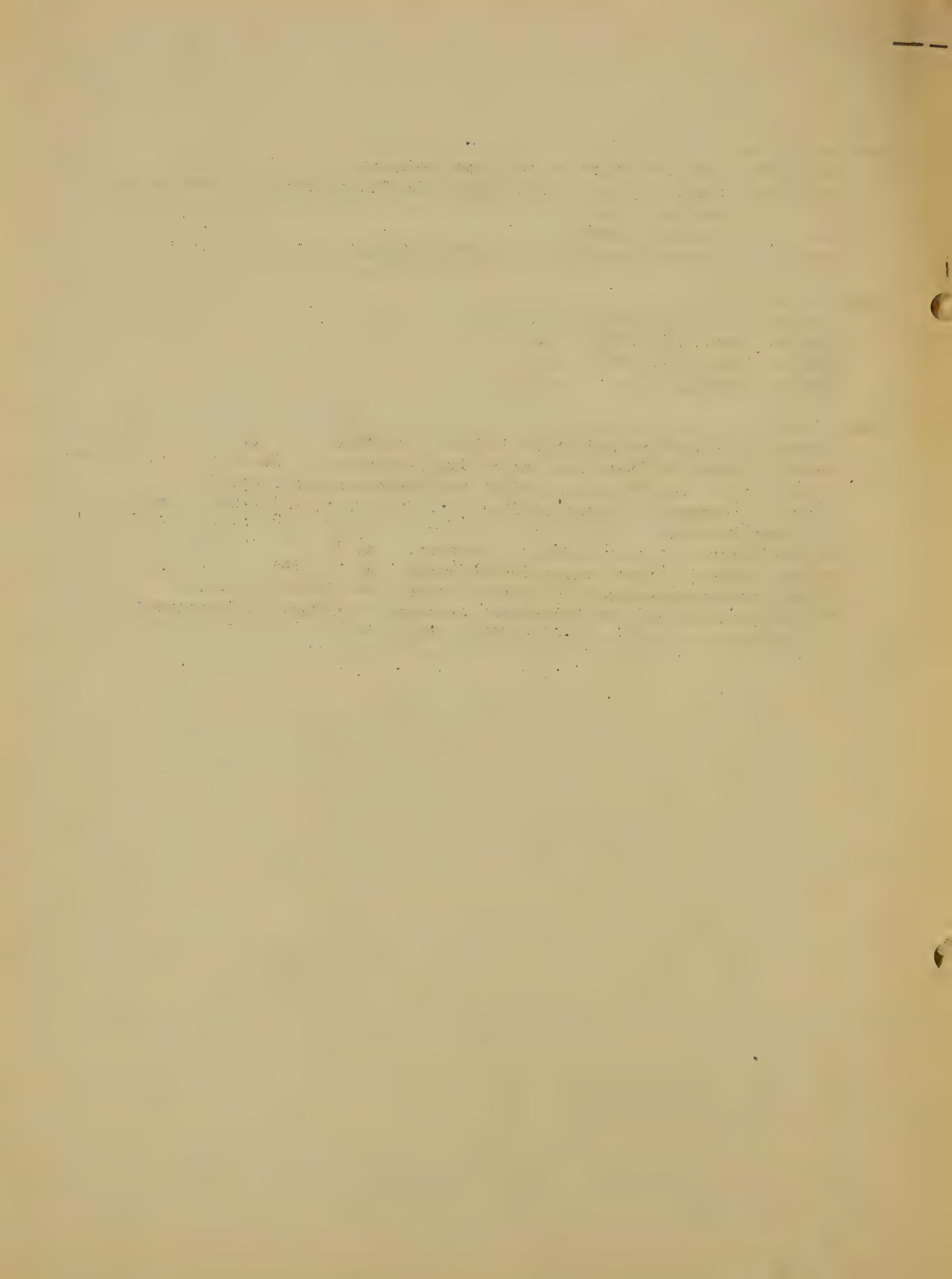
Exhibits. With reference to supplying exhibit material. p. 1.
Exhibits. Inquiring as to what extent the State extension service will assist. p. 1.
List of Extension Workers.
Report of "Better Sires-Better Stock" Campaign. p. 1.

Extension Conference:

Tuesday, April 3, 1923. p. 1.
Tuesday, April 10, 1923. p. 1.
Tuesday, April 24, 1923. p. 1.
Tuesday, May 1, 1923. p. 1.

Blank Forms:

Memorandum Regarding Budget 1923-1924. Reprint. p. 1.
Monthly Report of State Leaders of County Workers. Reprint. p. 9. (P)
Form 87 rev. re: Plans for budget for extension work. pp. 3.
Form 87 (Personnel) Detailed Financial Statement, 1923-1924. p. 1.
Also Reprint.
Form 131 rev. List of States. Reprint. p. 1.
County Analysis Sheet, using Census data. p. 1. (P)
Blank for Computing Costs of Living in the Farm Home. p. 1.
Record of Interviews of Extension Directors with Various Department Officials. p. 1. (P) (Made into pads)



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STATES RELATIONS SERVICE

March, 1923.

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Dept. Circ. 207. The Paper Dress Form. Reprint. pp. 10, figs. 9.

Farmers' Bul. 817. How to Select Foods, II. Cereal Foods. Rev. Reprint.
pp. 23, figs. 4.

Experiment Station Record, Vol. 47, No. 9, pp. IX + 801-900.
Vol. 48, No. 1, pp. IX + 100.
No. 2, pp. IX + 101-200.

Exchange Mailing List. (Editorial Division) pp. 11.

Blank for recording calorimeter work. $10\frac{1}{2}$ x 8 (ruled). (Office of Home Economics.)

DUPPLICATED.

Office of the Director.

Circular letter regarding material for report of Committee on Instruction in
Agriculture, Home Economics, and Mechanic Arts. p. 1.

Administrative Assistant's Office.

Recommendation for appointment. Reprint. p. 1.

Bureau Accounting Office.

Blank form for memorandum of adjustments. Reprint. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the
States Relations Service during February 1923. pp. 8. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, February,
1923. pp. 3.

State Officers in Charge of Agricultural Extension Work, March, 1923. pp. 2.

List of Agricultural Experiment Stations in the United States, March, 1923. pp. 2.

Exchange Mailing List Supplement, March 1, 1923. pp. 3.
April 1, 1923. pp. 3.

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint.
pp. 8. (P)

Blank form for Maryland boys' and girls' club meeting report. p. 1.

Blank form for boys' and girls' club program. pp. 2.

Blank form for office request for illustrative work. p. 1.

Agricultural Instruction.

Texts and References for Secondary Schools --Laboratory Manuals in Agriculture.
pp. 2. (P)

Lantern Slides for the Use of Teachers of Agriculture. Reprint. pp. 4. (P)

Farmer's Job:--Shipping Eggs. (Form giving directions.) p. 1. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during
February, 1923. pp. 3. (P)

Insular Stations.

Office of Insular Stations letterhead. Reprint. (P)

Office of Cooperative Extension Work.

The Relation of Extension Agents to Farmers' Organizations and Marketing Work.
pp. 7. (P)

Relation of Extension Agents to Commodity Marketing Associations. pp. 4. (P)

Organization of Club Demonstrations in Room Improvement. pp. 13. (P)

Organizations of Canning Club Demonstrations with Boys and Girls. pp. 25. (P)

Organization of Bread Club Demonstrations. pp. 15. (P)

Suggestions for "Own Your Own Room" Club Demonstrations. Reprint. pp. 8.

The Basic Economic Problems Affecting New England Agriculture. pp. 5. (P)

Report of Conference of New England Farm Management Demonstrations - Held at
Boston, Mass., October 19-20, 1922. pp. 18. (P)

A Report on the Farm Management Extension Conference - Held at Chicago, Ill.,
December 27, 1922. pp. 5. (P)

Farm Management Junior/Work, Iowa, 1922. pp. 3. (P)

A Summary of the Principal Recommendations Developed during the Conferences of the Division of Methods, Oct. 23-28, 1922. pp. 3. (P)

Suggestions for Work with the Farm Home in Counties without Home Demonstration Agents. p. 1. (P)

Classification Key for Indexing Reports of Extension Work. Revised. pp. 9.

Office Memorandum No. 2. List of Extension Directors. Reprint. pp. 4.

Intra-office memorandum regarding division responsibilities. pp. 4. (P)

Farm Management Demonstrations Memorandum No. 70, inclosing various articles on farm management, etc. pp. 2.

Farm Management Demonstrations Memorandum No. 71, inclosing various reports on farm management extension work. p. 1.

Notice of extension conference, March 27, 1923. p. 1.

Circular letters to extension directors re:

Hay grades and extension work. pp. 2.

Procedure in requesting the use of motion picture films. Reprint. pp. 2.

Suggestions for work with the farm home in counties without home demonstration agents. p. 1.

Conference on the farm home and on farm management. p. 1.

Circular letter to Virginia extension agents inclosing copy of Mr. Goddard's paper given at the Memphis conference. p. 1.

Circular letter to Georgia county agents inclosing excerpts of an address by Assistant Secretary Pugsley, on The Relation of the Farmer to His Organization. p. 1.

Circular letter regarding procedure in requesting the use of motion picture films. p. 1.

Form letter regarding lantern slides to be shipped to agents. p. 1.

Form letter regarding lantern slides to be shipped to directors of extension. p. 1.

Form letter regarding extension of loan period on films. p. 1.

Blank form for keeping record of Smith-Lever and other extension funds. Reprint. p. 1.

Blank form - Census analysis work sheet. pp. 3.

Blank form for keeping record of officers and members of Montgomery County, Md., boys' and girls' club work. p. 1.

Form letter to extension directors advising of action in connection with appointments. Reprint. p. 1.

Slip for replying to requests for publications. Reprint.

Postcard notification of publications exhausted. Reprint.

Blank form for reference of appointment papers. Reprint. p. 1.

Reports and Statistics file charge slip. Reprint. p. 1.

Form 286. Mail and files jacket. p. 1.

Division of Methods reference slip. Reprint.

Report reference slip. Reprint.

Form 224 Rev. Central files slip. Reprint.

Office of Home Economics.

Memorandum inclosing directions for making homemade soap. Reprint. pp. 2.

Office of Home Economics letterhead. p. 1. (P)

Office of Home Economics reference slip. Reprint. p. 1.

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
February, 1923.

PRINTED

Education and Research in Agriculture and Home Economics in the United States.
By A. C. True. Reprint of report prepared for the Brazilian Exposition.
pp. 45, figs. 2x.

Dept. Circ. 253. Statistics of Cooperative Extension Work, 1922-23. By
Eugene Merritt. pp. 19.

Cooperative Extension Work, 1921. pp. 46.

Experiment Station Record, Vol. 46, Index Number. XXII + 901-996.
Vol. 47, No. 8. pp. VIII + 701-800.

Postcards, 6 x 4, with cooperative heading. (Office of Cooperative Extension
Work.)

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Office of the Director

Relation of Department of Agriculture to Citizenship Training. pp. 13.

Form letter re: Requests for list of extension agents. p. 1.

Errata slip for Report on "Education and Research in Agriculture and Home
Economics in the United States." 5 $\frac{1}{2}$ x 9.

Administrative Assistant's Office.

S. R. S. Telephone Directory. 5 x 8 card. pp. 2.

Inventory cards. 5 x 8 white
3 x 5 blue

Bureau Accounting Office.

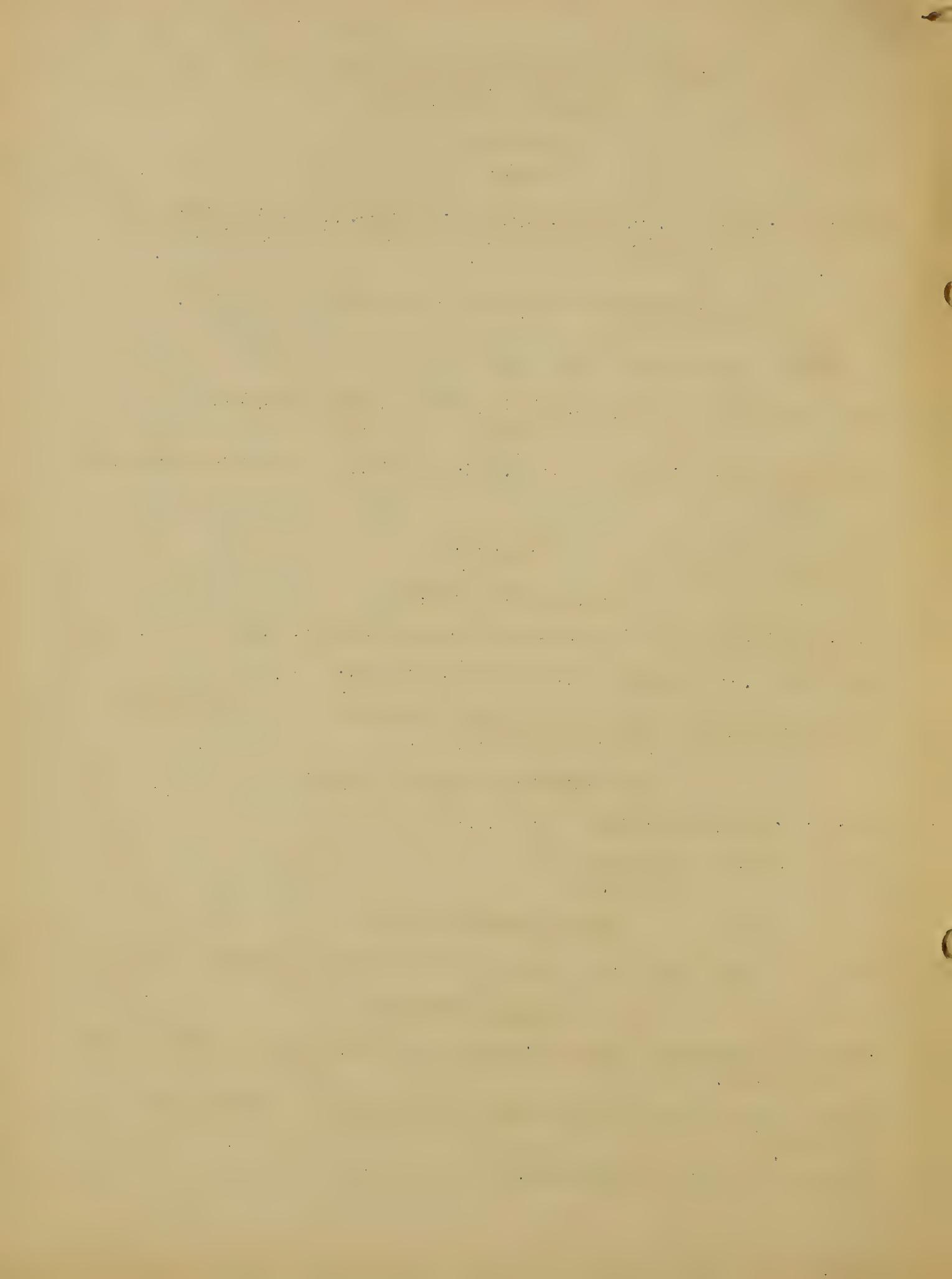
Form L 3. Memo. Transmitting Transportation Requests. Reprint. p. 1.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, Jan-
uary, 1923. pp. 4.

State Officers in Charge of Agricultural Extension Work, January, 1923.
Revision. pp. 2.

Exchange Mailing List Supplement, February 1, 1923. pp. 4.



Suggestions Regarding the Preparation of Charts for the use of Extension Workers. Reprint. pp. 5. (P)

Suggestions Regarding the Classification of Photographs of Agricultural Subjects for the use of Extension Workers. Reprint. pp. 8. (P)

Suggestions Regarding Chart Making Equipment and Materials for the use of Extension Workers. Reprint. pp. 4. (P)

Suggestions Regarding the Selection and Use of Lantern Slides by Extension Workers. Reprint. pp. 8. (P)

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint. pp. 8. (P)

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service During January, 1923. pp. 10. (P)

Agricultural Instruction.

Texts and References for Secondary Schools:

Animal Husbandry. Reprint. pp. 4. (P)

Floriculture and Landscape Gardening. Reprint. pp. 2. (P)

Poultry Husbandry. Reprint. pp. 3. (P)

Rural Engineering, Farm Shop Work and Manual Arts. Reprint. pp. 3. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during January, 1923. pp. 5. (P)

Insular Stations.

Daily Labor Report. Blank form. p. 1.

Office of Cooperative Extension Work.

Relation of Extension Agents to Commodity Marketing Associations. pp. 4. (P)

The Relation of Extension Agents to Farmers' Organizations and Marketing Work. pp. 7. (P)

Development of Fruit Demonstration Work. pp. 7. (P)

Synopsis of Replies to Questions Regarding Data for Extension Committee Report of the American Farm Economic Association. pp. 30. (P)

A Method of Building and Advancing Community Extension Programs. By H. W. Gilbertson and G. E. Frysinger. Reprint. pp. 13. (P)

Home Dyeing for Club Members. By Gertrude L. Warren in cooperation with Office of Home Economics. Reprint. pp. 7. (P)

The Use of the Steam Pressure Canner in Cooking. By Hannah L. Wessling.
Reprint. pp. 8. (P)

Memorandum for Newly Appointed Cooperative Extension Agents. Rev. pp. 2.

Farm Management Demonstrations Memorandum No. 69, enclosing copy of "Synopsis of Replies to Questions Regarding Data for Extension Committee Report of the American Farm Economic Association." p. 1.

Extension Conference:

Tuesday, February 15, 1923. p. 1.
Tuesday, February 20, 1923. p. 1.
Tuesday, February 27, 1923. p. 1.

Circular letters to Extension Directors re:

Distribution of Circulars on the Status and Results of County Agent Work in the Northern and Western States, 1921, and Extension Work in the Southern States, 1903 - 1921. p. 1.

Address on Development of Fruit Extension Work. p. 1.

Report on Better Sires - Better Stock Campaign. p. 1.

Supply of 1923 Annual Report Forms for County Extension Agents. pp. 2.

Monthly Reports of Supervisors of County Extension Agents. p. 1.

Distribution of Annual Report on Cooperative Extension Work in Agriculture and Home Economics, 1921. p. 1.

Procedure in Requesting the Use of Motion Picture Films. pp. 2.

Excerpts of an address Given by Assistant Secretary Pugsley at Farmers' Week, Urbana, Illinois. p. 1.

Extension Agents and Marketing Work. p. 1.

Paper Given by L. H. Goddard at Extension Conference of Southern Directors, Memphis, Tennessee, February 5 - 7, 1923. p. 1.

Circular letter to all County Extension Agents in Virginia re: Method of Building and Advancing Community Extension Programs. p. 1.

Circular letter to all County Agents in Virginia re: Excerpts of Address by Assistant Secretary Pugsley. p. 1.

Form letter re: Requests for Motion Pictures. Rev. Reprint. p. 1.

Form letter enclosing copy of regulations regarding use of penalty envelopes. p. 1. Reprint.

Form postcard re: Exhausted Publications. 4 x 6.

Office of Home Economics.

Diet in Relation to Gain or Loss in Weight. p. 1.

Form letter enclosing Statement on Problems of Gain and Loss in Weight. p. 1.

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
January, 1923.

- - - -
PRINTED

Dept. Circ. 248. Status and Results of Extension Work in the Southern States, 1903-1921. pp. 38, figs. 12.

Farmers' Bul. 565. Corn Meal as a Food and Ways of Using It. Reprint. pp. 23, figs. 1.

Farmers' Bul. 607. The Farm Kitchen as a Workshop. Reprint. pp. 22, figs. 4.

Farmers' Bul. 712. School Lunches. Reprint. pp. 25, figs. 4.

Guam Sta. Ext. Circ. 3. Corn Growing in Guam for Club Members. pp. 13, pls. 8, figs. 2.

Porto Rico Sta. Bul. 28. Spanish ed. La mancha de la hoja del café (Stilbella flavidula) en Puerto Rico. pp. 9, pls. 4.

Porto Rico Sta. Bul. 29. Dairying in Porto Rico. pp. 19, pls. 4.

Experiment Station Record, Vol. 47, No. 7. pp. VIII + 600-700.

Form 285. Annual report of county extension work. pp. 26.

Outline map of the United States.

Photomounts.

DUPLICATED.

Office of the Director;

Circular letter to college presidents re: Information for report of Committee on Instruction in Agriculture, Home Economics and Mechanic Arts. p. 1.

Form letter re: Request for copy of Yearbook, 1921. Reprint. p. 1.

Administrative Assistant's Office.

Recommendation for appointment. Reprint. p. 1.

Reference slip. Reprint. p. 1.

Memorandum for Property Clerk. Reprint. p. 1. 3 x 8.

Personnel cards. 5 x 8 Reprint.

By-Messenger economy envelope. 9 $\frac{1}{2}$ x 12. (P)

Bureau Accounting Office.

Card for transmittal of accounts for payment by temporary special disbursing agent. 5 x 8. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, December, 1922. pp. 3. (P)

List of Land-Grant Colleges in the United States, January, 1923. Reprint. pp. 2.

Exchange Mailing List Supplement, January 1, 1923. pp. 6.

Supplementary notes to accompany Lantern Slide Series 127. Own Your Own Room.
(In cooperation with Office of Extension Work.) pp. 9. (P)

Lantern Slide Series 150. How to Get Rid of Rats. (In cooperation with Office of Extension Work.) pp. 2. (P)

Supplementary Notes for Lantern Slide Series 150. How to Get Rid of Rats.
(In cooperation with Office of Extension Work.) pp. 8. (P)

Announcement Regarding Lantern Slides for the Use of Extension Workers. pp. 8.
(P)

Selected List of References on the Preparation and Use of Illustrations. Reprint.
pp. 12. (P)

Blank forms:

Monthly Club Statement. p. 1.

Monthly Statement. (Form for statement of amount and cost of feed.) p. 1.

Blank for checking up material by States. p. 1.

Census sheet. pp. 2.

Weekly Record of Illustrative Work. p. 1.

Reference slip. 3 x 8. Reprint. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service During December, 1922. pp. 9. (P)

Agricultural Instruction.

Sources of Pictures Relating to Agriculture and Nature Study. Reprint. pp. 3. (P)

Sources of Exhibit and Other Illustrative Material. Reprint. pp. 3. (P)

Sources of Maps, Charts and Models. Reprint. pp. 2. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during November, 1922. pp. 3. (P)

List of Station Publications Received by the States Relations Service during December, 1922. pp. 2. (P)

Experiment Station Record: Revision of Mailing List. 4 x 6 card. Reprint.

Insular Stations.

Letterhead - Mayaguez, Porto Rico.

Office of Cooperative Extension Work.

Suggestions for Initial and Cumulative Information Desirable for Extension Agents as a Background for Developing Programs of Work. pp. 4.

A Method of Building and Advancing Community Extension Programs. pp. 13. (P)

The Extension Horticulturist. Supplement to the February 1, 1923, number. pp. 5. (P)

Foreign Agricultural Extension Activities. pp. 23. (P)

Information Concerning the use of Penalty Privilege by Cooperative Extension Employees of the United States Department of Agriculture. Reprint. pp. 4. (P)

Program for Conference of Extension Workers from the Southern States. pp. 4. (P)

Suggestions for a Marketing Extension Project. pp. 2. (P)

List of Literature Which May be of Interest to the Newly Appointed Extension Agent. Reprint. pp. 2. (P)

Memorandum for Newly Appointed Cooperative Extension Agents. pp. 2. (P)

Farm Management Demonstrations Memorandum No. 68. p. 1.

Extension Conference notice:

January 9, 1923. p. 1.

January 16, 1923. p. 1.

January 23, 1923. p. 1.

Circular letters to Extension Directors re:

Outline for Developing Program of Work. p. 1.

Plans of work for commodity organizations. p. 1.

Economic Extension Work. p. 1.

New Circular on Community Program Building. p. 1.

Circular letters to Extension Directors continued:

Suggestions for a State Marketing Extension Project. p. 1.
Penalty envelopes for the fiscal year 1923-1924. p. 1.

Circular letter to Southern Extension Directors re: Program for Memphis Conference. pp. 2. (P)

Circular letter to all County Extension Agents in Virginia re: Suggestions for initial and cumulative information desirable for extension agents as a background for developing programs of work. p. 1.

Form letter re: Lists of extension agents and directors. p. 1.

Blank forms:

Number of Cooperative Extension Agents. 13 x 14. p. 1. Reprint. (P)
Estimate of penalty envelopes, post cards, etc. p. 1.
Daily Report Slip. 5 x 8 Reprint. p. 1.
Report Reference Slip. 4 x 8 Reprint. p. 1.
Reference slip. (Do not hold on your desk) Green.
Reference slip. (Do not hold on your desk) White.
Charge slip. Reports and Statistics Files. Reprint.

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Report of the Director of the States Relations Service, 1922. pp. 47.

Dept. Circ. 24... Status and Results of County Agent Work, Northern and Western States, 1921. pp. 42, figs. 14.

Farmers' Bul. 256. Preparation of Vegetables for the Table. By Maria Parloa. Reprint. pp. 46.

Farmers' Bul. 487. Cheese and its Economical Uses in the Diet. By Caroline L. Hunt and C. F. Langworthy. Reprint. pp. 40.

Farmers' Bul. 1195. Rice as Food. (Office of Home Economics.) Reprint. pp. 22, figs. 3.

Report of the Hawaii Agricultural Experiment Station, 1921. pp. 65, pls. 10.

Experiment Station Record, Vol. 47, No. 5. pp. IX + 401 - 500.

Experiment Station Record, Vol. 47, No. 6. pp. X + 501 - 600.

Form 13. Schedule of Vouchers. Reprint. p. 1.

DUPLICATED.

Office of the Director.

Form letter to accompany article on Selected List of References on the Preparation and Use of Illustrations. p. 1.

Administrative Assistant's Office.

Appointment request blank. Reprint. p. 1.

Record of arrival card. Reprint.

Card for notification of shipment. Reprint.

Bureau Accounting Office.

Memo. transmitting Departmental Identification Card. p. 1. Reprint.

Memorandum of Absence from Washington on Official Business under letter of Authorization to Travel. p. 1. Reprint. (P)

Combined Account blank. p. 1. (P)

Editorial Division

Printed and Duplicated Material Issued by the States Relations Service,
November, 1922. pp. 4.

State Officers in Charge of Agricultural Extension Work, September, 1922.
Reprint. pp. 2.

Act of 1914 Providing for Cooperative Agricultural Extension Work. (Smith-
Lever Act.) Reprint. pp. 2.

Exchange Mailing List Supplement, December 1, 1922. pp. 12. (P)

Selected List of References on the Preparation and Use of Illustrations.
Reprint. pp. 12.

List of Mimeographed Circulars on the Preparation, Use, and Classification of
Illustrative Material. p. 1.

Agricultural Science Register. (Annual Revision Blank.) p. 1. (P)

Monthly Club Statement. (Blank form). p. 1.

Monthly Statement. (Blank form for statement of amount and cost of feed.)
p. 1.

Reference slips. Reprint. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received
by the States Relations Service During November, 1922. pp. 11. (P)

Office of Experiment Stations.

Letterhead. 5 x 8 folded paper.

Insular Stations.

Letterhead, Mayaguez, Porto Rico.

Office of Cooperative Extension Work.

The Development of a Definite State Program of Extension Work in Agriculture.
Reprint. pp. 12.

"Own Your Own Room" Club Organization and Demonstration. By Gertrude L.
Warren. Reprint. pp. 16. (P)

Building a Lecture Demonstration. By Miriam Birdseye. Reprint. pp. 9. (P)

Methods of Utilizing Cull Potatoes. pp. 3. (P)

Memorandum of Understanding between the American Farm Bureau Federation and
The States Relations Service. Reprint. pp. 5. (P)
201-SRS

Suggested Outline for the 1922 Annual Narrative Reports of State Supervisors of County Extension Agents due December 20, 1922. Reprint. pp. 2.

Points Brought out at Conference of Nutrition Specialists in 1921. pp. 2.

Minutes of Meeting of Southern Directors. pp. 2.

Selected List of References on the Preparation and Use of Illustrations. Reprint. pp. 12. (P)

Warning of Secretary to Employees regarding Political Activities. p. 1.

Memorandum to Extension Workers Relative to Securing Publications. Reprint. pp. 3. (P)

Farm Account Work in Denmark. Copy of a letter to B. H. Crocheron. pp. 2.

Farm Management Demonstrations Memorandum No. 67, p. 1., and Farm Management Demonstration Notes Taken from Narrative Reports - July 1, to September 30, 1922. pp. 25. (P)

Circular letters to Extension Directors re:

Minutes of Meeting of Southern Directors, November 20-23, 1922. p. 1.

Synopsis of replies to questions regarding extension work in agricultural economics. p. 1.

Mimeographed sheet on the Farm Garden. p. 1.

1922 Annual Reports of County Extension Agents. p. 2.

Unclaimed letters mailed in penalty envelopes. p. 1.

Unclaimed letters mailed in penalty envelopes and violations of their use. p. 1.

Blank forms:

Request for appointment of agent in State. Reprint. p. 1.

Action in connection with appointments. Reprint. p. 1.

Outstanding Salary Liabilities. Reprint. p. 1.

Requests for motion picture films. Reprint. p. 1.

The Relation of Boys' and Girls' Club Demonstrations to the Development of Rural Home Life. By Gertrude L. Warren. Reprint. pp. 10. (P)

Form for abstracting home demonstration reports. p. 1.

Daily Report slip. 5 x 8

Reference of appointment papers. 5 x 8 slip.

Reference slip. 3 x 8.

Office of Home Economics.

Suggestions for Judging Textiles. pp. 3.

the first time in the history of the world, that the
whole of the human race, in all its parts,
should be bound together by a single common
bond, and that this bond should be the love
of God, and the love of our neighbor.
The love of God, which is the love of the
whole creation, and the love of our neighbor,
which is the love of the whole race of man,
are the two great principles of the Christian
religion, and they are the two great principles
of the social system of the United States.
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REPRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
November, 1922.

PRINTED.

Farmers' Bul. 653. Honey and Its Uses in the Home. By Caroline L. Hunt and Helen W. Atwater. Rev. Reprint. pp. 26.

Farmers' Bul. 717. Food for Young Children. By Caroline L. Hunt. Reprint. pp. 25, figs. 4.

Farmers' Bul. 808. How to Select Foods. I, What the Body Needs. By Caroline L. Hunt and Helen W. Atwater. Rev. Reprint. pp. 14, fig. 1.

Farmers' Bul. 861. Removal of Stains from Clothing and Other Textiles. By Harold L. Lang and Anna H. Whittlesey. Reprint. pp. 35, figs. 3.

Farmers' Bul. 871. Fresh Vegetables and Fruits as Conservers of Other Staple Foods. By Caroline L. Hunt. Reprint. pp. 10.

Farmers' Bul. 1099. Home Laundering. By Lydia Ray Balderston. Reprint. pp. 31, figs. 10.

Guam Sta. Bul. 3. The Sorghums in Guam. By Glen Briggs. pp. 28, pls. 9.

Guam Sta. Bul. 4. Leguminous Crops for Guam. By Glen Briggs. pp. 29, pls. 14.

Report of the Virgin Islands Agricultural Experiment Station, 1921. pp. 24, pls. 3.

Experiment Station Record, Vol. 47, No. 3. pp. X + 201-300.

Experiment Station Record, Vol. 47, No. 4. pp. IX + 301-400.

Letterheads, Office of Cooperative Extension Work.

Porto Rico Station linen shipping tags.

DUPLICATED.

Office of the Director

Report of Committee on Instruction in Agriculture, Home Economics, and Mechanic Arts. (Methods for the Professional Improvement, While in Service, of College Teachers of Technical Subjects), and letter accompanying same. pp. 5.

Selected List of References on the Preparation and Use of Illustrations. (Report submitted by Director True of the States Relations Service at the Thirty-sixth Annual Convention of the Association of Land-Grant Colleges, Washington, D. C. November 23, 1922.) pp. 12.

Circular letter enclosing copy of the Proceedings of the Thirty-fifth Annual Convention of the Association of Land-Grant Colleges. p. 1.

Administrative Assistant's Office.

Recommendation for appointment. Reprint. pp. 1.

Record of Arrival card. Reprint.

Sheet for keeping record of stock of publications. pp. 2.

No. 10 By-Messenger envelope for circularizing. (P)

Record of machine (typewriter) purchased and repaired. 5 x 8 card.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, October, 1922. pp. 4.

Exchange Mailing List Supplement, November, 1922. pp. 4.

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint. pp. 6..

Blank forms:

Census Sheet (Hog Raising.) pp.2.

Record of receipts of money from stock sold or equipment sold. pp. 2.

Record of money spent and value of feed and supplies obtained at home. pp. 2.

Request for photographic work (original and duplicate). 4 x 6 card. (P)

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service During October, 1922. pp. 16. (P)

Agricultural Instruction.

Lantern Slide Series 42. Dairy Cattle and Dairy Judging. pp. 2. (P)

Texts and References for Elementary Schools. Textbooks on and Books Supplementary to Nature Study. pp. 3. (P)

Texts and References for Secondary Schools - Horticulture. pp. 5. (P)

Texts and References for Elementary Schools - Books Supplementary to Elementary Agriculture. pp. 2. (P)

Texts in Elementary Agriculture. pp. 2. (P)

Dealers in School Laboratory Equipment and Supplies. pp. 2. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service During October, 1922. pp. 4. (P)

Statistics of Agricultural Experiment Stations, 1922. p. 1.

Experiment Station Record call list. 3 x 8 slip.

Insular Stations.

Letterhead:

Fairbanks, Alaska, (P)

Kodiak, Alaska, (P)

Matanuska, Alaska, (P)

Island of Guam, (P)

St. Croix, Virgin Islands, (5 x 8 letterhead), (P)

St. Croix, Virgin Islands, (P)

Insular Experiment Stations, Washington, D. C. (P)

Office of Cooperative Extension Work.

Synopsis of Replies to Questions Regarding Extension Work in Agricultural Economics. pp. 25. (P)

How to Dress Well at Small Cost. By Helen W. Atwater and Gertrude L. Warren. Reprint. pp. 13.

Suggested Outline for the 1922 Annual Report of Subject Matter Specialists. pp. 2.

Form 920. Report of Work of the County Agent. Reprint. pp. 43.

Suggested Topics for the Report of Directors of Extension for 1922. pp. 2.

Farm Management Demonstrations Memorandum No. 65, giving references to farm management extension publications. pp. 4.

Peat Has Low Fertilizer Value. pp. 2, and memo. to extension directors accompanying same. p. 1.

Circular letters to Extension Directors re:

Varieties of Cotton. p. 1.

Extension directors' annual reports for 1922. pp. 2.

Lists of Extension Workers. p. 1.

Prompt transmittal of annual reports. p. 1.

Bulletin on Swine Judging for Pig Club Members. p. 1.

Circular letter to County Agents for signature of Extension Director, inclosing questionnaire on cotton. p. 1.

Form letter re: motion picture films. p. 1.

Questionnaire regarding cotton. pp. 2.

Card for record of mimeographed material. 4 x 6 card.

Notification card for publications exhausted. Reprint. 4 x 6 card.

File charge slip. Reprint.

Reference slip for clipping of letters, etc.

Office of Home Economics.

Available Illustrative Material. Reprint. p. 1.

Memorandum on Vitamins. p. 1.

Form letter for referring inquiries to other offices. Reprint. p. 1.

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
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OCTOBER, 1922.

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PRINTED.

Farmers' Bul. 142. Principles of Nutrition and Nutritive Value of Food.
By W. O. Atwater. (Office of Home Economics.)
Reprint. pp. 48.

Farmers' Bul. 375. Care of Food in the Home. (Office of Home Economics.)
Reprint. pp. 42, figs. 2.

Farmers' Bul. 535. Sugar and its Value as Food. By Mary Hinman Abel.
(Office of Home Economics.) Reprint. pp. 30.

Farmers' Bul. 606. Collection and Preservation of Insects and other Material
for Use in the Study of Agriculture. (Division of
Agricultural Instruction.) Reprint. pp. 22, figs. 15

Farmers' Bul. 712. School Lunches. By Caroline L. Hunt. (Office of Home
Economics.) Reprint. pp. 25, figs. 4.

Farmers' Bul. 771. Homemade Fireless Cookers and Their Use. (Office of
Home Economics.) Reprint. pp. 16, figs. 5.

Farmers' Bul. 824. How to Select Foods, III, Foods Rich in Protein. By
Caroline L. Hunt and Helen W. Atwater. (Office of
Home Economics.) Reprint. pp. 19, figs. 2.

Farmers' Bul. 1180. House Cleaning Made Easier. By Sarah J. MacLeod. (Office
of Home Economics.) pp. 31, figs. 6.

Guam Station Ext. Circ. 2. The Home Garden for Club Members. By Glen Briggs.
Reprint. pp. 13, figs. 8.

Experiment Station Record, Vol. 47, No. 2. pp. IX - 101+200.

List of Workers in Subjects Pertaining to Agriculture in the State Agricultural
Colleges and Experiment Stations, 1921-1922. Part 2. pp. v + 103.

Work and Expenditures of the Agricultural Experiment Stations, 1920. pp. 94.

Alaska Stations, franked card notification and receipt.

Alaska Stations shipping tag.

Virgin Islands Station linen tags.

Distribution of Expenditures Insular Experiment Stations. Blank form.

DUPPLICATED.

Office of the Director.

Form letter re: Requests for Yearbook for 1921. p. 1.

Administrative Assistant's Office.

Recommendation for increased compensation. p. 1.

Slip for Notification of Delivery.

Blank form for Inventory of Property for the Calendar Year 1922. Reprint. p. 1.

Bureau Accounting Office.

Blank forms:

Audit Notes. p. 1. (P)
Classification of Objects of Expenditure. p. 1. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service.
September, 1922. pp. 3.

Exchange Mailing List Supplement, October 1, 1922. pp. 5.

Lantern Slide Series 146 - Preparing Beef Cattle for Show or Sale. pp. 2. (P)

Memo. re: Duplicate request for illustrative work. p. 1. Reprint.

Receipt for printed or duplicated matter. 3 x 5 slip.

Library.

List of Extension Publications of the State Agricultural Colleges Received by
the States Relations Service during September, 1922. pp. 11. (P)

Agricultural Instruction.

Use of Illustrative Material in the Teaching of Agriculture. Reprint. pp. 17.

List of Sources of Illustrative Material, Projection Apparatus, and Supplies.
Reprint. pp. 5. (P)

Texts and References for Secondary Schools:

Agricultural Science. pp. 2. (P)
Dairy Husbandry. pp. 2. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service During September, 1922. pp. 2 (P)

Memo. to Station Directors regarding supplying data for Annual Report, 1922. p. 1.

Memo. regarding approval for listing for Experiment Station Record. p. 1.

Time Report for Insular Stations. Blank form. p. 1.

Office of Cooperative Extension Work.

Statement of the Secretary of Agriculture Concerning the Relation of Federal Cooperative Extension Employees to Agricultural Organizations. pp. 3.

Home Dyeing for Club Members. By Gertrude L. Warren. Reprint. pp. 7.

Some Essentials of a Supervisory Program. By H. W. Hochbaum. Reprint. pp. 4.

Suggested Outline for the 1922 Annual Narrative Reports of State Supervisors of County Extension Agents Due December 30, 1922. pp. 2.

Farm Management Demonstration Notes Taken From Narrative Reports to January 1, 1922. Reprint. pp. 14.

Information Concerning the Use of the Penalty Privilege by Cooperative Extension Employees of the United States Department of Agriculture. Reprint. pp. 4.

Procedure in Connection with Each Phase of Work Undertaken Since January, 1921. p. 1.

List of Employees in Cooperative Extension Work, October 15, 1922. pp. 126. (P)

Office Memorandum No. 2. (List of Extension Directors.) pp. 4.

Contacts with Litchfield County. January, 1921 to date. pp. 2.

Circular letters to Extension Directors re:

Annual report form for 1923. pp. 2.

Annual reports of State supervisors. (Northern and Western States.) p. 1.

Annual reports of State supervisors. (Southern States.) p. 1.

Availability of blue posters on "Better Sires-Better Stock Campaign." p. 1.

Enclosing "Some essentials of a supervisory program." p. 1.

Request for literature. p. 1.

Revision of Farmers' Bulletin No. 927. p. 1.

Farm Management Demonstrations Memorandum No. 66 re: Ruling by U. S. Treasury Department, regarding inventories of live stock, etc. p. 1.

Form 41 re: Use of Penalty Envelopes. p. 1.

Blank Forms:

Annual Report of County Extension Work. pp. 25. (P)
Annual Report of County Club Agent. Reprint. pp. 19.
Monthly Report of State Leaders of County Workers. Reprint. pp. 14. (P)
Census Analysis Work Sheet. Reprint. pp. 2.
Contacts with _____ County, January, 1921, to date. pp. 2.
Suggestions for Field Observations. p.1.
Reports and Statistics - File Charge Slip. p.1.
Report Reference Slip.
Division of Methods - Reference Slip.
Reports and Statistics Files - Charge slip.

Office of Home Economics.

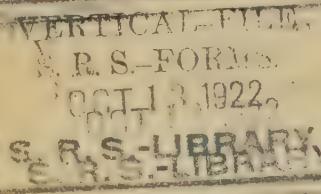
Making and Use of Apple Pectin Sirup in the Home. By Minna C. Denton and
Fanny W. Yeatman. Reprint. pp. 6.

Jelly Making. By Minna C. Denton and Fanny W. Yeatman. Reprint. pp. 13.

The Respiration Calorimeter Room. p.1.

Form letters re:

Publications of Office of Home Economics. p.1.
Answering requests for Farmers' Bulletin 203. p.1.



PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
September, 1922.

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Farmers' Bul. 256. Preparation of Vegetables for the Table. By Maria Parloa.
(Office of Home Economics.) Reprint. pp. 46.

Farmers' Bul. 861. Removal of Stains from Clothing and Other Textiles. By
H. L. Lang and A. H. Whittlesey. (Office of Home
Economics.) Reprint. pp. 35, figs. 3.

Farmers' Bul. 1136. Baking in the Home. By Hannah L. Wessling. (Office of
Extension Work.) Reprint. pp. 39, figs. 7.

Farmers' Bul. 1219. Floors and Floor Coverings. (Office of Home Economics.)
Reprint. pp. 35, figs. 2.

Alaska Stas. Circ. 1. Information for Prospective Settlers in Alaska. Reprint.
pp. 30, figs. 8.

Report of the Porto Rico Agricultural Experiment Station, 1921. pp. 27, figs. 8.

Experiment Station Record, Vol. 45, Index Number. pp. XXVII + 95.

Experiment Station Record, Vol. 47, No. 1. pp. IX + 100.

Library charge card, 3 x 5.

Salary card, 8 x 5. (Accounting Office.)

Postcards, franked, 6 x 4.

DUPLICATED.

Administrative Assistant's Office.

States Relations Service Notehead. 5 x 8.

States Relations Service Memorandum. 3 x 8.

Bureau Accounting Office.

Classification of Objects of Expenditure. p. 1.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, August,
1922. pp. 3.

List of Land-Grant Colleges in the United States, September, 1922. Reprint. pp. 2.

State Officers in Charge of Agricultural Extension Work, September, 1922.
Reprint. pp. 2.

List of Agricultural Experiment Stations in the United States, September, 1922.
Reprint. pp. 2.

Lantern Slide Series 136 - Child Feeding. pp. 4.

Circular letter re: 20 Per Cent Additional Charge for Rush Printing. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by
the States Relations Service during July, 1922. pp. 15.

List of Extension Publications of the State Agricultural Colleges Received by
the States Relations Service during August, 1922. pp. 14.

Form letter re: Farm Bureau Publications. Reprint. p. 1.

Publication Reference Slip. (3 x 4.) Reprint. p. 1.

Agricultural Instruction.

Lantern Slides for the Use of Teachers of Agriculture. Reprint. pp. 5.

Texts and References for Secondary Schools:

Agricultural Education. pp. 2.

Agronomy. pp. 3.

Economic Entomology. p. 1.

Farm Management. p. 1.

General Agriculture. p. 1.

General Science. pp. 2.

Office of Experiment Stations.

A Classified List of Projects carried on by the Agricultural Experiment Stations,
1921. pp. 325.

List of Station Publications Received by the States Relations Service during
August, 1922. pp. 4.

Form letter re: Distribution of Experiment Station Record.

Insular Stations.

Letterhead for Agricultural Experiment Stations - Fairbanks, Alaska.
Kodiak, Alaska.
Matanuska, Alaska.

Office of Cooperative Extension Work.

Conference of Specialists in Agronomy of New England, New York, Pennsylvania,
New Jersey and Delaware. Springfield, Mass., February 23-25, 1922.
pp. 22. (P)

Statement re: Some Outstanding Features of Animal Husbandry for 1921. E. W.
Sheets. pp. 3. (P)

Some Essentials of a Supervisory Program. H. W. Hochbaum. pp. 4. (P)

Suggestions to County Extension Agents in Preparing 1922 Annual Reports. pp. 2.
(P)

Information Concerning the Use of Penalty Privilege by Cooperative Extension
Employees of the United States Department of Agriculture. pp. 4. (P)

Circular letters to Extension Directors re:

Dates of Annual State or District Conferences in State. p. 1.
Shipment of Annual Report Forms. pp. 2.

Form letter giving motion picture reservations. p. 1. Reprint.

Form postcard re: Exhausted Publications.

Blank forms:

Memorandum of Adjustments. p. 1.
Annual State Report of Boys and Girls' Extension Work. pp. 20.
Annual Report of Home Demonstration Agent. Reprint. pp. 15.
Annual Report of County Agricultural Agent. Reprint. pp. 22.
Application for Position as County Extension Worker. pp. 2.
Publications Paid for Out of Smith-Lever Funds. Reprint. p. 1.

Letterhead. Reprint.

Office of Home Economics.

Jelly Making. By Minna C. Denton and Fanny W. Yeatman. Reprint. pp. 13.

Available Illustrative Material. (Office of Home Economics.) Reprint. p. 1.

Digestability of Fats. pp. 3.

WILLIAM F. HARRIS, JR., CHIEF OF STAFF
U.S. AIR FORCE, WASHINGTON, D.C.

DEAR MR. CHIEF OF STAFF: Please accept my sincere thanks for your kind letter.

I am very much interested in your article in the "Washington Post" of April 12, 1947, concerning the proposed new aircraft carrier.

It is my opinion that the proposed carrier is a good idea, but I would like to add a few words.

The proposed carrier is to be built at a cost of \$100 million. This is a large sum of money, and it is important that we get the best possible value for our money.

I would like to suggest that we consider the possibility of building a smaller carrier, perhaps one-half the size of the proposed one.

This smaller carrier would be less expensive to build and would be easier to maintain.

I would also like to suggest that we consider the possibility of building a carrier that is designed to be used as a transport ship.

This carrier would be able to transport a large number of troops and supplies, and would be able to operate in both the Atlantic and Pacific Oceans.

I hope that you will consider these suggestions, and I would appreciate any comments you may have on the subject.

Very truly yours,

WILLIAM F. HARRIS, JR., CHIEF OF STAFF

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
AUGUST, 1922.

PRINTED.

Dept. Bul. 988. Heat Production of Honey Bees in Winter. By R. D. Milner and Geo. S. Demuth. (Office of Home Economics). Reprint. pp. 18.

Dept. Bul. 1033. Digestibility of Cod Liver, Java-Almond, Tea-Seed, and Watermelon-Seed Oils; Deer Fat, and Some Blended Hydrogenated Fats. By Harry J. Deuel, Jr., and Arthur D. Holmes. (Office of Home Economics). pp. 15.

Farmers' Bul. 256. Preparation of Vegetables for the Table. By Maria Parloa. Reprint. pp. 46.

Farmers' Bul. 565. Corn Meal as a Food and Ways of Using it. By C. F. Langworthy and Caroline L. Hunt. (Office of Home Economics). Reprint. pp. 23, figs. 2.

Farmers' Bul. 712. School Lunches. By Caroline L. Hunt. (Office of Home Economics). Rev. Reprint. pp. 25, figs. 4.

Farmers' Bul. 771. Homemade Fireless Cookers and Their Use. (Office of Home Economics). Reprint. pp. 15, figs. 6.

Farmers' Bul. 1180. Housecleaning Made Easier. By Sarah J. MacLeod. Reprint. pp. 31, figs. 6.

Farmers' Bul. 1195. Rice as Food. (Office of Home Economics). Reprint. pp. 21, figs. 4.

Farmers' Bul. 1211. Home Canning of Fruits and Vegetables. (Office of Home Economics). Rev. Reprint. pp. 51, figs. 15.

Loose leaf record sheet for extension expenditures. (Office of the Director).

Library record cards. 5 x 3.

Tabulation sheets, 26 x 18". - ruled. (Office of Extension Work).

DUPLICATED.

Administrative Assistant's Office.

Form letter regarding envelope shipments. Reprint. p. 1.

Record of arrival card. Reprint.

Request for appointment or change in official status. p. 1.

Appointment request blank. Reprint. p. 1.

Directory of telephones. Rev. Reprint. pp. 2.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, July, 1922. pp. 3.

Bureau of the Budget Circular No. 75. Printing, Binding and Distribution of Government Publications. pp. 3.

Exchange Mailing List Supplement - August. pp. 4.

Exchange Mailing List Supplement - September. pp. 4.

Science Register circular letter. Reprint. p. 1.

Card for acknowledging receipt of publications.

Office of Experiment Stations

List of Station Publications Received by the States Relations Service during July, 1922. pp. 4. (P)

Office of Cooperative Extension Work.

Methods of Building an Extension Program Adapted to the Needs of Local Communities. By, W. A. Lloyd. Reprint. pp. 14. (P)

Classification Key for Indexing Reports of Extension Work. Reprint. pp. 9.

Form 71-A, Instructions Regarding Use of Penalty Envelopes. Reprint. p. 1.

Copy of plan and calendar of home demonstration work submitted by the Extension Division, State of Washington. pp. 3. Also Calendar - Character of work performed. p. 1. (P)

Farm Management Demonstrations Memorandum No. 63, inclosing Seven Problems in Farm Accounts Clubs (Nebraska), farm analysis studies, and 4 informal addresses. p. 1.

Farm Management Demonstrations Memorandum No. 64, p. 1., and Farm Management Demonstration Notes taken from Narrative Reports - April 1 to June 30, 1922. pp. 25. (P)

Extension Specialists in Home Economics and Allied Subject Matter. pp. 2. (P)

Circular letters to Extension Directors re:

Classification key for indexing reports, p. 1.

Statistical Statements, p. 1. Also statistics of the cooperative Agricultural Extension Service, p. 1., and Farmers' Institutes, 1921-22, p. 1. (P)

Blank forms:

Smith-Lever and other Extension funds. p. 1. (P)
Detailed financial statement, 1922-1923 (Personnel sheet). Reprint. p. 1
Salary Statement for Extension Employees. p. 1. (P)
Request for information from reports. p. 1. (P)
Census Analysis Work Sheet. Rev. Reprint. pp. 2.
Demonstrations by county agents. p. 1. (P)
Statistical Summary Farm Management Demonstrations. Reprint. p. 1.
Report of State Farm Management Demonstrator. Reprint. pp. 2.
Specialists, Blank for obtaining information regarding work of specialists.
p. 1. (P)
Application for Seal of Achievement. Reprint. p. 2.
Application for Standard Club Charter. Reprint. p. 2.
Card to be used in obtaining information from county agents.
Report Reference Slip. p. 1.
Charge File Slip. Rev. Reprint. p. 1.
Tickler File Slip, Form 274. Reprint. p. 1.
This Looks Good. (Headings.) p. 1. (P)

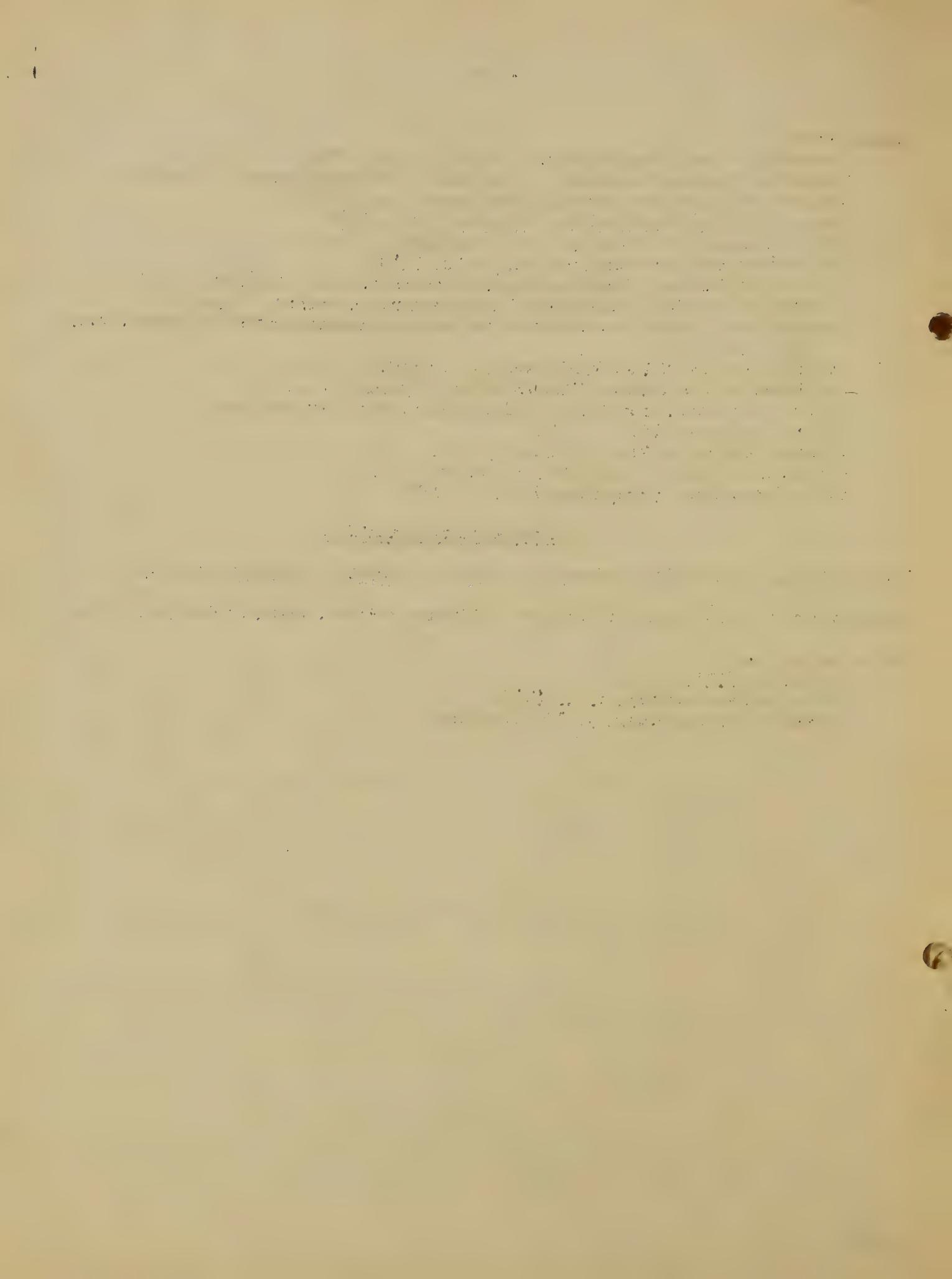
Office of Home Economics

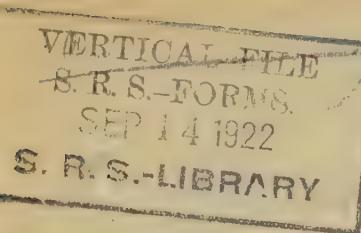
Jelly Making. By Minna C. Denton and Fanny W. Yeatman. Reprint. pp. 13.

Suggestion for an Exhibit of Farmers' Bulletins on Food Topics. Reprint. p. 1.

Form letters re:

Vitamins. p. 1.
Food and diet charts. p. 1. (P)
Request for bulletins. p. 1. Reprint.





PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
JULY, 1922.

PRINTED

Dept. Circ. 207. The Paper Dress Form. (Office of Extension Work.)
Reprint. pp. 10, figs. 9.

Farmers' Bul. 535. Sugar and Its Value as Food. By Mary Hinman Abel.
Reprint. pp. 30.

Farmers' Bul. 717. Food for Young Children. By Caroline L. Hunt.
Reprint. pp. 26, figs. 4.

Farmers' Bul. 861. Removal of Stains from Clothing and other Textiles.
By Harold L. Lang and Anna H. Whittelsey.
Reprint. pp. 35, figs. 3.

Guam Sta. Bul. 2. Vegetable Growing in Guam. By Glen Briggs. pp. 60,
pls. 17.

Experiment Station Record, Vol. 46, No. 8, pp IX + 701-800.
No. 9, pp. XI + 801-900.

Bureau Accounting Office blank forms:

Monthly financial statements and dividers (loose-leaf forms.)
Washington salary liabilities and payments.

Photographic mounts. (Editorial Division.)

Schedules for financial reports of the agricultural experiment stations
as prescribed by the Secretary of Agriculture, 1921-1922. (Office
of Experiment Stations.)

Franked slips. (Office of Extension Work.)

Blank form for statistics of Rural Social Organization, Cornell University,
Ithaca, N. Y. (Office of Home Economics.)

Postal Guides.

DUPLICATED

Administrative Assistant's Office.

Blank forms:

Personnel cards. Reprint. pp. 2.

Monthly recapitulation of postage purchased and used. p. 1.

Purchase requisition record. pp. 2. (P)

Quotation blanks. Reprint. p. 1.

Bureau Accounting Office.

Memorandum of Adjustments on Transportation Requests. Reprint. p. 1.

Memorandum regarding Form 25. Travel of an official nature to be reported 48 hours prior to date of departure. p. 1.

F. L. 13. Letter recalling expired identification cards. Reprint. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during June, 1922. pp. 20. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, May and June, 1922. pp. 6.

Exchange Mailing List Supplement, July 1, 1922. pp. 3.

Blank card for keeping record of printing in press. p. 1.

Suggestions Regarding the Classification of Photographs of Agricultural Subjects for the Use of Extension Workers. Reprint. pp. 8.

Illustrations Section - Report of Work. p. 1 (P)

Agricultural Instruction.

Sources of Pictures Relating to Agriculture and Nature Study. Reprint. pp. 3

Sources of Exhibit and other Illustrative Material. Reprint. pp. 3.

Sources of Maps, Charts and Models. Reprint. pp. 2. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during June, 1922. pp. 4. (P).

Office of Extension Work.

Suggested Data as a Basis for a Fundamental Study of the Home Problems. pp. 10. (P)

Some Cost Figures Based on an Analysis of the Statistical Data from 1921 Home Demonstration Reports. pp. 6. (P.)

How to Dress Well at Small Cost. Suggestions to Club Members. Rev. Reprint. pp. 13. (P)

Recommendations for Food Club Demonstrations. pp. 15. (P)

Bread Club Programs. pp. 6. (P)

Boys' and Girls' Radio Club Demonstrations. Reprint. pp. 10, (P)

Suggestions for Boys' and Girls' Club Camps, Their Organization and Direction. pp. 15. (P)

Outline on Games and Plays - Boys' and Girls' Club Festival Activities. pp. 6. (P)

Act of 1914 Providing for Cooperative Agricultural Extension Work. (Smith-Lever Act.) pp. 2.

Outline Showing Relation of New to Old Classification of Smith-Lever Expenditures. pp. 2.

Form 71-A. Instructions Regarding Use of Penalty Envelopes. Reprint. p. 1

Memorandum of Understanding between American Farm Bureau Federation and S.R.S. Reprint. pp. 5.

Memorandum to Extension Workers Relative to Securing Publications. Reprint. pp. 3.

Postcard Notification that Publications are Exhausted. Reprint.

Circular letter to extension directors regarding:

Supplies. p. 1.

Educational Value of Films. p. 1.

H. C. Taylor's address on "The Farmer's Part in Solving the Marketing Problem." p. 1.

State Index of the 1921 Annual Reports of Home Demonstration Agents. p. 1.

Cotton Information. p. 1.

Revised Accounting Forms. p. 1.

Better Sires - Better Stock Campaign. p. 1.

Lecture of Dr. Thom on Botulism. p. 1.

Blank Forms:

Census analysis work sheet. p. 1. (P)

Data on candidates for position as State extension specialist. pp. 2. (P)

Form advising of action in connection with appointments. Reprint. p. 1

Personnel card. Reprint.

Form 131, Rev. List of States. Reprint. p. 1.

Eight forms for recording club work in exhibits.

Stencil record card. p. 1.

Office of Home Economics.

Form letter regarding:

The eight food selection and meal planning charts. pp. 2.

Sending out older Department publications for home economics files. p. 1

Regarding publications of Office of Home Economics. p. 1.

Blank Forms:

Blanks for recording digestion experiments. p. 1.

Score card for canning vegetables. p. 1.

1860. - The first year of the new century.

1861. - The year of the Civil War.

1862. - The year of the Battle of Antietam.

1863. - The year of the Battle of Gettysburg.

1864. - The year of the Battle of Atlanta.

1865. - The year of the Battle of Appomattox.

1866. - The year of the Battle of Spotsylvania.

1867. - The year of the Battle of Petersburg.

1868. - The year of the Battle of Cold Harbor.

1869. - The year of the Battle of Five Forks.

1870. - The year of the Battle of Five Forks.

1871. - The year of the Battle of Five Forks.

1872. - The year of the Battle of Five Forks.

1873. - The year of the Battle of Five Forks.

1874. - The year of the Battle of Five Forks.

1875. - The year of the Battle of Five Forks.

1876. - The year of the Battle of Five Forks.

1877. - The year of the Battle of Five Forks.

1878. - The year of the Battle of Five Forks.

1879. - The year of the Battle of Five Forks.

1880. - The year of the Battle of Five Forks.

1881. - The year of the Battle of Five Forks.

VERTICAL FILE
S. R. S.
JUL 20 1922
S. R. S. LIBRARY

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
MAY AND JUNE, 1922.

PRINTED.

Dept. Bul. 863. Forestry Lessons on Home Woodlands. By W. R. Mattoon (Forest Service) and A. Dille (Division of Agricultural Instruction). Reprint. pp. 46, pl. 1, figs. 19.

Dept. Circ. 148. The Farm Woman's Problems. By F. E. Ward, Reprint. pp. 24, figs. 8.

Farmers' Bul. 808. How to Select Foods, I. What the Body Needs. By C. L. Hunt and H. W. Atwater. Reprint. pp. 13, fig. 1.

Farmers' Bul. 817. How to Select Foods, II. Cereal Foods. By C. L. Hunt and H. W. Atwater. Reprint. pp. 22, figs. 4.

Farmers' Bul. 861. Removal of Stains from Clothing and Other Textiles. By H. L. Lang and A. H. Whittelsey. Reprint. pp. 35, figs. 3.

Farmers' Bul. 1211. Home Canning of Fruits and Vegetables. (Office of Home Economics.) Rev. Reprint. pp. 50, figs. 15.

Report of the Alaska Agricultural Experiment Stations, 1920. pp. 75, pls. 8.

Experiment Station Record, Vol. 46, No. 4, pp. X + 301-400.
No. 5, pp. X + 401-500.
No. 6, pp. X + 501-600.
No. 7, pp. IX + 601-700.

Schedules for extension reports, 1921-22. (Office of the Director.)

Bureau Accounting Office blank forms:

Summary of liabilities.

Salary card, 3x5.

Form letter of transmittal for use of disbursing agents in depositing funds.

Monthly office statement.

Monthly financial statements and dividers.

Statement sheet.

Boys and girls club charter. Reprint. (Office of Extension Work.)

Financial record card, 5 x 8. (Office of Extension Work.)

DUPPLICATED.

Office of the Director.

Circular letter regarding foot-and-mouth disease, inclosing two letters of Bureau of Animal Industry on this subject. pp. 3.

Instructions for Extension Accounts. pp. 12. (P)

Administrative Assistant's Office.

Blank forms:

- Recommendation for promotion. p. 1.
- Forms requesting that recommendation be approved. pp. 2.
- Classified estimate of expenditures. p. 1.
- Efficiency report. p. 1.
- Card record of arrival. Reprint.
- Inventory card. Reprint.

Bureau Accounting Office.

Blank forms:

- F. L. 12. Memorandum inclosing Departmental identification card. Reprint. p. 1.
- Memorandum regarding budget 1922-1923. Reprint. p. 1.
- Field service inquiry. Reprint. p. 1.
- B. A. O. Form 33. Itinerary Report. Reprint. pp. 2. (P)
- Statement showing average daily expense of Washington employees in travel status. p. 1.
- Blank card for showing net freight rates. (P)

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during April, 1922. pp. 11. (P)

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during May, 1922. pp. 12. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, April, 1922. pp. 4.

List of Land-Grant Colleges in the United States, June 1, 1922. pp. 2.

State Officers in Charge of Agricultural Extension Work, June, 1922. pp. 2.

Exchange Mailing List supplement, May 1, 1922. pp. 2.
June 1, 1922. pp. 2.

Memorandum concerning preparation of material for List of Workers, etc. p. 1.

Blank form for report of station news for Experiment Station Record. p. 1. (P)

Science Register cards. Reprint. (P)

Blank slip for advising of reprints of publications.

Lantern Slide Series: (Prepared in cooperation with the Office of Extension Work.)

- 121. Better Sires - Better Stock, pp. 3. (P)
- Better Sires - Better Stock (B. A. I.). pp. 8. (P)
- 128. Farm Slaughtering and Handling of Pork. pp. 2. (P)
- 134. Rural Community Buildings. pp. 3. (P)
- 141. Sheep Judging and Breeds of Sheep. pp. 2.
- 143. Standard Containers for Fruit and Vegetables. p. 1. (P)
- 144. Foot-and-Mouth Disease. pp. 2. (P)

Blank forms:

- Questionnaire for data regarding collegiate work of land-grant colleges in agriculture and home economics for the Government exhibit at the Brazilian International Centennial Exposition. Reprint. pp. 2.
- Letter regarding loan of lantern slides. Reprint. p. 1.
- Record of lantern slide set. Reprint. p. 1.
- Request sheet. (Illustrative material.) p. 1.
- Card for information regarding individual club members.
- Request for photographic work. Reprint. 2 cards. (P)

Agricultural Instruction.

- C. L. 5. Dairying Publications of the Department of Agriculture Classified for the Use of Teachers. pp. 3. (P)
- C. L. 6. Home Economics Publications of the Department of Agriculture Classified for the Use of Teachers. pp. 4. (P)
- C. L. 7. Farm Management and Rural Economics Publications of Department of Agriculture Classified for the Use of Teachers. pp. 8. (P)
- C. L. 8. Rural Engineering Publications of the Department of Agriculture Classified for the Use of Teachers. pp. 4. (P)

Texts and References for Secondary Schools:

- Rural Engineering, Farm Shop Work and Manual Arts. pp. 3. (P)
- Poultry Husbandry. pp. 3. (P)
- Animal Husbandry. pp. 4. (P)
- Floriculture and Landscape Gardening. pp. 2. (P)
- Dairy Husbandry. pp. 2. (P)
- Agricultural Science. pp. 2. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during April, 1922. pp. 4. (P)

List of Station Publications Received by the States Relations Service during May, 1922. pp. 4. (P)

Circular letter to directors of stations regarding plans for Adams fund projects, 1922-23. p. 1.

Letter regarding revision of Experiment Station Record mailing list, and card accompanying same. p. 1.

Letter to directors of stations regarding financial report, 1921-22, p. 1.

Blank form for record of salaries paid at stations, p. 1.

Insular Stations.

Hawaii and Alaska letterheads. (P)

Bill for Porto Rico station. p. 1. (P)

Form 26. Blank for invoice of property purchased. Reprint.

Office of Extension Work.

An Analysis of County Agent Programs in the Northern and Western States, etc.
pp. 9. (P)

The Relation of Boys and Girls Club Demonstrations to the Development of Rural
Home Life. Reprint. pp. 10.

Uniforms for Boys and Girls Club Demonstrations. Reprint. pp. 10, figs. 3. (P)

County Project Committee Meeting Outline for State Leaders, Extension Specialists,
and County Extension Agents. pp. 10. (P)

The Extension Specialist and His Work, pp. 9. (P)

Report of a conference of extension specialists in animal husbandry and marketing,
etc. pp. 5. (P)

Classification Key for Indexing Reports of Extension Work. pp. 9. (P)

Farm Management Demonstrations Memorandum No. 60, p. 1, and Farm Management
Demonstration Notes Taken from Narrative Reports - Jan. 1 to March 31, 1922,
pp. 25.

Farm Management Demonstrations Memorandum No. 61, inclosing copy of Foreign
Crops and Markets, etc. p. 1.

Farm Management Demonstrations Memorandum No. 62, p. 1, and Farm Management and
Farm Account Schools or Short Courses, pp. 31. (P)

Monthly Notes, Farm Management and Farm Economics, May 1, 1922. pp. 14. (P)

Foreign Agricultural Extension Activities. pp. 20. (P)

Construction and Operation of a Simple Radiotelegraphic Code Practice Set. pp. 7
(P)

Agricultural Radio Service (discussion at the conference of extension subject-matter workers, April 18, 1922). pp. 4. (P)

Botulism and Its Relation to Canned Food, by Charles Thom, Bureau of Chemistry. pp. 2.

Suggestions relative to the monthly and periodic reports of State Supervisors of county extension work. pp. 7. (P)

Statistical summary of boys and girls club work - 1921 - 48 States. pp. 3.

Statistical summary of negro boys club work - 1921. p. 1.

Saving Tomato and Pepper Seeds. pp. 2.

Blank form for annual report of home demonstration agent. pp. 12. (P)

Blank form for report of work of the county agent. pp. 43. (P)

Blank form for annual report of county agricultural agent. pp. 22. (P)

Blank form for annual report of home demonstration agent. pp. 15. (P)

Blank form for annual report of county club agent. pp. 19. (P)

Nebraska State supervisory plan, 1922, for boys and girls club work, based on analysis of work for 1921. pp. 3.

List of literature which may be of interest to the newly appointed extension agent. pp. 2.

Questionnaire regarding extension survey of Cayuga Co., N. Y. p. 1.

Memorandum to scientific staff of the Office of Extension Work, regarding revision of reports of field extension workers. p. 1.

Memorandum to subject-matter workers and others, regarding revision of reports from field extension agents, county agents, etc. pp. 2.

Circular letter regarding reports of extension work. p. 1.

Circular letter regarding revision of reporting system, pp. 2, inclosing subject outline for use by State extension directors regarding revision of methods of reporting on extension work. p. 1.

Circular letter following up letter on revision of reporting system. p. 1.

Circular letter regarding complete and correct addresses of extension workers. p. 1.

Memorandum for newly appointed cooperative extension agents inclosing miscellaneous material. pp. 2.

Circular letter regarding annual reports for 1922. p. 1.

Circular letter regarding second narrative report of State supervisors of county extension agents. p. 1.

Circular letter regarding interest on Federal Smith-Lever and supplemental extension funds. p. 1.

Circular letter regarding State supervisory plan, boys and girls club work. p. 1.

Circular letter regarding index of 1921 annual reports of county agents. p. 1.

Circular letter inclosing mimeographed circular "An Analysis of County Agent Programs in the Northern and Western States Indicating Possibilities of a National Program of Agricultural Extension Work," by W. A. Lloyd. p. 1.

Circular letter regarding Bureau of Census bulletins on "Farm Animals" and "Farm Vegetables." p. 1.

Circular letter regarding botulism in canned foods. p. 1.

Circular letter regarding distribution of food selection and meal planning charts. p. 1.

Memorandum No. 298. Political Activity - Employees Prohibited From Engaging in.

Memorandum regarding extension conference, May 9, 1922, p. 1.
May 23, 1922, p. 1.
June 13, 1922, p. 1.
June 20, 1922, p. 1.
June 27, 1922, p. 1.

Blank forms:

- Cross reference - report files. p. 1.
- Memorandum regarding budget 1922-1923. p. 1.
- Number of cooperative extension agents. p. 1. (P)
- Letter regarding films.
- Salary liability - fiscal year. Reprint. p. 1.
- Census analysis work sheet. pp. 2.
- Report file charge slip. pp. 6.
- Form 263. File charge slip. p. 1.
- Form 131. List of States. Reprint. p. 1.
- Reference of appointment papers. p. 1.
- Slip for returning correspondence to Project Section. Reprint.
- Reference slip of Projects and Programs section.
- File cross reference. Reprint. p. 1.
- Memorandum regarding appointment of agent. Reprint. p. 1.
- Geographical card. Reprint.
- Slip inclosing publications requested, etc. Reprint.

Office of Home Economics.

Available illustrative material prepared by the Office of Home Economics. Reprint. p. 1
(P)



PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
APRIL, 1922.

PRINTED.

Report on Cooperative Extension Work in Agriculture and Home Economics, 1920.
pp. 53.

Ybk. Sep. 858. Food for Farm Families. By Helen W. Atwater. Reprint. pp. 484.

Register of State allotments and balances. (Loose-leaf form.) (Bureau Accounting Office.)

Outline map of Maryland (Office of Extension Work.)

Experiment Station Record, Vol. 46, No. 1, pp. x + 100.
No. 2, pp. x + 101-200.
No. 3, pp. XII + 201-300.

DUPPLICATED.

Office of the Director.

Memorandum of Understanding between American Farm Bureau Federation and States Relations Service. Reprint. pp. 5.

Circular letter to directors of extension inclosing two letters of Bureau of Animal Industry regarding foot-and-mouth disease. pp. 3.

Circular letter to directors of extension, regarding the addressing of all correspondence from Office of Extension Work to directors of extension. p. 1.

Administrative Assistant's Office.

Inventory card. Reprint.

Typewriter repair request blank. Reprint.

Bureau Accounting Office.

Blank form for unencumbered balances. p. 1. (P)

Deposit memorandum to Bureau Accounting Office from property clerk. Reprint.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during March, 1922. pp. 14. (P)

Form letter calling for farm bureau publications. p. 1.

Library charge slip. Reprint.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, March, 1922. pp. 4.

Exchange Mailing List Supplement, April 1, 1922. pp. 4.

Memorandum regarding "List of Articles in Periodicals by Department Workers." p. 1.

Editorial Division letterhead. Reprint. (P)

Reference slip. Reprint.

Request for Duplicating. Reprint.

Mailing list revision card. (P)

Lantern Slide Series:

Prepared in cooperation with Office of Extension Work.

113. Growing Small Fruits. pp. 2. (P)

130. Watermelon Diseases (accompanied by supplementary syllabus), pp. 6. (P)

137. Strawberry Culture in Eastern United States. pp. 2. (P)

139. Growing Annual Flowering Plants. p. 1. (P)

Suggestions Regarding the Selection and Use of Lantern Slides by Extension Workers. Reprint. pp. 8.

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint. pp. 6. (P).

Blank form for information for publicity purposes in connection with photographs of club members. Reprint. pp. 2.

Lantern slide express shipment slip. Reprint.

Agricultural Instruction.

C. L. 4. Animal Husbandry Publications of Department of Agriculture Classified for the Use of Teachers. pp. 7. (P)

Texts and References for Secondary Schools--Horticulture. Reprint. pp. 5. (P)

Laboratory Manuals in Agriculture. Reprint. pp. 2. (P)

Lantern Slides for the Use of Teachers of Agriculture. pp. 5. (P)

List of Sources of Illustrative Material, Projection Apparatus, and Supplies. pp. 5. (P)

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during March, 1922. pp. 4. (P)

Insular Experiment Stations

Alaska letterhead. Reprint. (P)

Office of Extension Work.

Problems of State Supervision in Club Work and a Permanent Extension Agricultural Program. pp. 16. (P)

Some of the Things County Agents did in 1921. pp. 7. (P)

Extension School in Farm Accounts Held at Anson Academy, North Anson, Maine, March 21, 1922. pp. 10. (P)

Resolutions Adopted at the Conference of Specialists in Agronomy and Poultry of the 10 Eastern States and Representatives of the Office of Extension Work, States Relations Service, held at Springfield, Mass., Feb. 23 to 25, 1922. pp. 5. (P)

List of Employees in Cooperative Extension Work, March 15, 1922. pp. 125. (P)

Form 44. Instructions Regarding the Use of Penalty Envelopes of U. S. Dept. Agr., by Cooperative Extension Employees. Reprint. pp. 4. (P)

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint. pp. 6. (P)

Methods for the Prevention of Spread and Control of the European Corn Borer, by W. R. Walton, Bureau of Entomology. pp. 4. (P)

Progress Report for Farm Management Demonstrations, 1921. pp. 11. (P)

Memoranda announcing extension conferences, April 4, 11, 18, 25, and May 2.

Circular letter to directors of extension transmitting copies of List of Employees in Cooperative Extension Work. p. 1.

Circular letter to directors of extension inclosing blank for submitting estimate of number of penalty envelopes and postcards needed for fiscal year. p. 1.

Circular letter inclosing copy of letter from R. L. Newton, Bureau of Markets and Crop Estimates at Dallas, Texas, asking for a list of names and addresses of cotton and wool warehousemen in various counties. p. 1.

Circular letter inclosing report of Farm Management Demonstration Work, 1921. p. 1.

Farm Management Demonstrations Memo. 59, inclosing preliminary report of study of tractors and horses in winter wheat belt, 1921, etc. p. 1.

Form 41. Form letter for inclosing regulations regarding use of penalty envelopes. Reprint. p. 1.

Form 71-A. Instructions regarding use of penalty envelopes. Reprint. p. 1.
(Blank forms.)

Form 87 (Revised.) Budget for extension work. Reprint. pp. 5.

Form 87 (Personnel.) Detailed financial statement, 1922-1923. (Blank form.) p. 1.

Form 275. Monthly Report of State Leaders of County Workers. Reprint. pp. 10.
(P)

Form 281. Estimate of penalty envelopes, post cards, etc. (Blank form.) Reprint.
p. 1.

Form 281. Application for position as county extension worker. pp. 2.

Blank form for plan of work for project. Reprint. p. 1.

Project record sheet. (Blank form.) p. 1.

Questionnaire regarding methods of conducting farm management and farm account schools and follow-up extension work. pp. 3.

Certification of offset to Federal Smith-Lever funds. (Blank form.) p. 1.

Status of budget of States. (Blank form.) p. 1.

Form letter for acknowledging motion picture requests. Reprint. p. 1.

Personnel card, 8 x 5. Reprint.

Postcard notification of publications exhausted. Reprint.

Slip for notification of publications exhausted.

Project Section return slip. Reprint.

Form 244. Central files slip.

Office of Home Economics.

Blank form for reports, 16 x 21, ruled.

VERTICAL-FILE
U. S. FORMS.
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P. O. LIBRARY

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
MARCH, 1922.

PRINTED.

Farmers' Bul. 607. The Farm Kitchen as a Workshop. By Anna Barrows. Rev.
Reprint. pp. 22, figs. 4.

Register of potential appropriation credits. (Loose-leaf form.) (Bureau
Accounting Office.)

Postcards, 4 x 6", franked. (Office of Extension Work.)

Franked slips. (Office of Extension Work.)

DUPLICATED.

Office of the Director.

Rulings of States Relations Service on Use of Smith-Lever Funds (pp. 7) (P)
and memorandum accompanying same (p. 1).

Questionnaire for Data Regarding Collegiate Work of Land-Grant Colleges in Agri-
culture and Home Economics for the Government Exhibit at the Brazilian Inter-
national Centennial Exposition (pp. 2) and memorandum accompanying same (p. 1).

Questionnaire for data on Professional Improvement, While in Service, of College
Teachers of Technical Subjects (pp. 3) and memorandum accompanying same (p. 1).

Memorandum inviting contributions to Official Record from field workers. p. 1.

Administrative Assistant's Office.

Memorandum regarding property charged to employees. p. 1.

Form 1. Transfer of property. (Slip.)

Bureau Accounting Office.

L. 12. Memorandum inclosing Departmental identification card. Reprint. p. 1.

F. L. 13. Memorandum recalling expired identification card.

Library.

List of Extension Publications of the State Agricultural Colleges received by
the States Relations Service during February, 1922. pp. 11. (P)

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service,
February, 1922. pp. 3.

List of Agricultural Experiment Stations in the United States, March 1.
pp. 2.

Exchange Mailing List Supplement, March 1. pp. 2.

Lantern Slide Series:

Prepared in cooperation with Division of Agricultural Instruction.

56. Vocational Work in Negro Schools. pp. 3. (P)

Prepared in cooperation with Office of Extension Work.

110. Labor Saving Methods and Machinery Used in Soil Preparation,
Planting, and Cultivation. pp. 2. (P)

131. Farm Manures. pp. 2. (P)

135. Labor Saving Methods and Machinery Used in Harvesting and
Haying. pp. 2. (P)

Announcement Regarding Lantern Slides for the Use of Extension Workers.

Reprint. pp. 6. (P)

Specifications for Lantern Slide Shipment Cases. p. 1.

Form letter regarding loan of slides. Reprint. p. 1.

Agricultural Instruction.

C. L. 1. Agricultural Education Publications of Department of Agriculture
Classified for the Use of Teachers. pp. 3. (P)

C. L. 2. Agronomy Publications of Department of Agriculture Classified for
the Use of Teachers. pp. 12. (P)

C. L. 3. Horticulture Publications of Department of Agriculture Classified
for the Use of Teachers. pp. 7. (P)

C. L. 9. Birds and Other Animals. Publications of Department of Agriculture
Classified for the Use of Teachers. pp. 3. (P)

Office of Experiment Stations.

List of Station Publications received by the States Relations Service during
February, 1922. pp. 3. (P)

Experiment Station Record notehead. Reprint.

Experiment Station Record call list. Reprint.

Office of Extension Work.

Boys and Girls Radio Club Demonstrations. pp. 10. (P)

Organizing Our Extension Forces to Reach All the Rural People. pp. 7. (P)

Methods of Building an Extension Program Adapted to the Needs of Local Communities. Reprint. pp. 14. (P)

Extracts from Hearing before Subcommittee of the House Committee on Appropriations, in charge of Agricultural Appropriation Bill for 1923 (pp. 7) (P), and memorandum accompanying same (p. 1).

Host Plants: List indicating relative amount of infestation by Pyrausta nubilalis larvae and parts of plant attacked. Eastern New England area, pp. 4. (P)

Home Dyeing for Club Members. Reprint. pp. 7. (P)

Garden permits. Potomac and Anacostia Flats Garden Clubs. pp. 3. (P)

Farm Management Demonstrations Memo. 58, p. 1, and Farm Management Demonstration Notes Taken from Narrative Reports to January 1, 1922. pp. 14. (P)

Memorandum announcing extension conference, March 7. p. 1.

Memorandum announcing extension conference, March 14. p. 1.

Memorandum announcing extension conference, March 21. p. 1.

Memorandum announcing extension conference, March 28. p. 1.

Circular letter to directors of extension regarding staff workers in Extension Methods in Organization. p. 1.

Circular letter to directors of extension regarding agricultural appropriation bill. p. 1.

Circular letter to directors of extension requesting that S. R. S. Library be placed on mailing list to receive county farm bureau publications, etc. p. 1.

Circular letter to directors of extension regarding return of envelopes not marked "States Relations Service." p. 1.

Form letter to directors of extension regarding unclaimed mail. Reprint. p. 1.

Circular letter to directors of extension regarding monthly salary and leave certificate. p. 1.

Form for plan of work for projects. p. 1.

Blank form for statement showing class and number of employees in Office of Extension Work. p. 1.

Blank form for record of conferences, hearings, important visitors, etc. p. 1.

Form 278. Blank form for distribution of time. p. 1.

Form 279. Blank form for showing outstanding salary liabilities. p. 1.

Blank form for advising of action in connection with appointments. p. 1.

Form 1. Blank form for office request for travel. Reprint. p. 1.

Form 2. Appointment request blank. Reprint. pp. 2. (P)

Form 280. Analysis work sheet. (Ruled page.)

Blank slip for reference of appointment papers.

Appointment card.

Personnel card, 4 x 6, geographical. Reprint.

Card for record of expenditures, by States.

Office of Home Economics

Form letter stating publications are exhausted but can be bought from Superintendent of Documents, etc. Reprint. p. 1.

Blank form for ordering groceries. Reprint.

VERTICAL FILE
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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
FEBRUARY, 1922.

PRINTED.

Dept. Circ. 207. The Paper Dress Form. (Office of Extension Work.) pp. 10.
figs. 10.

Experiment Station Record, Vol. 45, No. 9, pp. XI + 801-900.

Salary cards. Reprint. (Bureau Accounting Office.)

DUPLICATED.

Administrative Assistant's Office.

States Relations Service telephone directory. (Card.)

Inventory cards. Reprint.

Bureau Accounting Office.

F. L. 13-A. Memorandum terminating appointment. Reprint. p. 1.

F. L. 2 Form transmitting letter of authorization. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by
the States Relations Service during January, 1922. pp. 12. (P)

Two form letters to directors of extension and experiment stations requesting
extension and station publications. Reprints. pp. 1 each.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, January,
1922. pp. 4.

Exchange Mailing List Supplement, February 1, 1922. pp. 2.

Form letter to individuals not in employ of Service regarding lantern slides
available for distribution. Reprint. p. 1.

Agricultural Instruction.

Use of Illustrative Material in the Teaching of Agriculture. Reprint. pp. 17.

Sources of Maps, Charts, and Models. pp. 2. (P)

2

1. *Chlorophytum comosum* (L.) Willd.

2. *Chlorophytum comosum* (L.) Willd.

3. *Chlorophytum comosum* (L.) Willd.

4. *Chlorophytum comosum* (L.) Willd.

5. *Chlorophytum comosum* (L.) Willd.

6. *Chlorophytum comosum* (L.) Willd.

7. *Chlorophytum comosum* (L.) Willd.

8. *Chlorophytum comosum* (L.) Willd.

9. *Chlorophytum comosum* (L.) Willd.

10. *Chlorophytum comosum* (L.) Willd.

11. *Chlorophytum comosum* (L.) Willd.

12. *Chlorophytum comosum* (L.) Willd.

13. *Chlorophytum comosum* (L.) Willd.

14. *Chlorophytum comosum* (L.) Willd.

15. *Chlorophytum comosum* (L.) Willd.

16. *Chlorophytum comosum* (L.) Willd.

17. *Chlorophytum comosum* (L.) Willd.

18. *Chlorophytum comosum* (L.) Willd.

19. *Chlorophytum comosum* (L.) Willd.

20. *Chlorophytum comosum* (L.) Willd.

21. *Chlorophytum comosum* (L.) Willd.

22. *Chlorophytum comosum* (L.) Willd.

23. *Chlorophytum comosum* (L.) Willd.

24. *Chlorophytum comosum* (L.) Willd.

25. *Chlorophytum comosum* (L.) Willd.

26. *Chlorophytum comosum* (L.) Willd.

27. *Chlorophytum comosum* (L.) Willd.

28. *Chlorophytum comosum* (L.) Willd.

29. *Chlorophytum comosum* (L.) Willd.

30. *Chlorophytum comosum* (L.) Willd.

Sources of Exhibit and Other Illustrative Material. Rev. Reprint. pp. 3.

Sources of Pictures Relating to Agriculture and Nature Study. Reprint. pp. 3

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during January, 1922. pp. 3. (P)

Research in Agricultural Engineering. By R. V. Trullinger. pp. 16. (P)

Insular Experiment Stations.

Request for supplies for Hawaii Station. pp. 4. (P)

Office of Extension Work.

"Own Your Own Room" Club Organization and Demonstration. Reprint. pp. 16.

The Junior Mind in Relation to Boys and Girls Club Work. Reprint. pp. 8.

~~Program~~ - Conference of Specialists in Agronomy and Poultry. pp. 5.

Program - Conference of Specialists in Animal Husbandry and Marketing. pp. 5.

Farm Management Demonstrations Memo. 54, regarding exhibits at International Livestock Show, etc. p. 1.

Farm Management Demonstrations Memo. 55, inclosing an address and two reports. p. 1.

Farm Management Demonstrations Memo. 56, pp. 2, and Digest of Letters Regarding New Lines of Farm Management Extension Work Planned for the Year 1922, pp. 13. (P)

Farm Management Demonstrations Memo. 57, inclosing preliminary reports on "Costs and Methods of Producing Beef in Illinois" and "The Persistent Increase of Tenant Farming." p. 1.

Memorandum announcing extension conference February 21. p. 1.

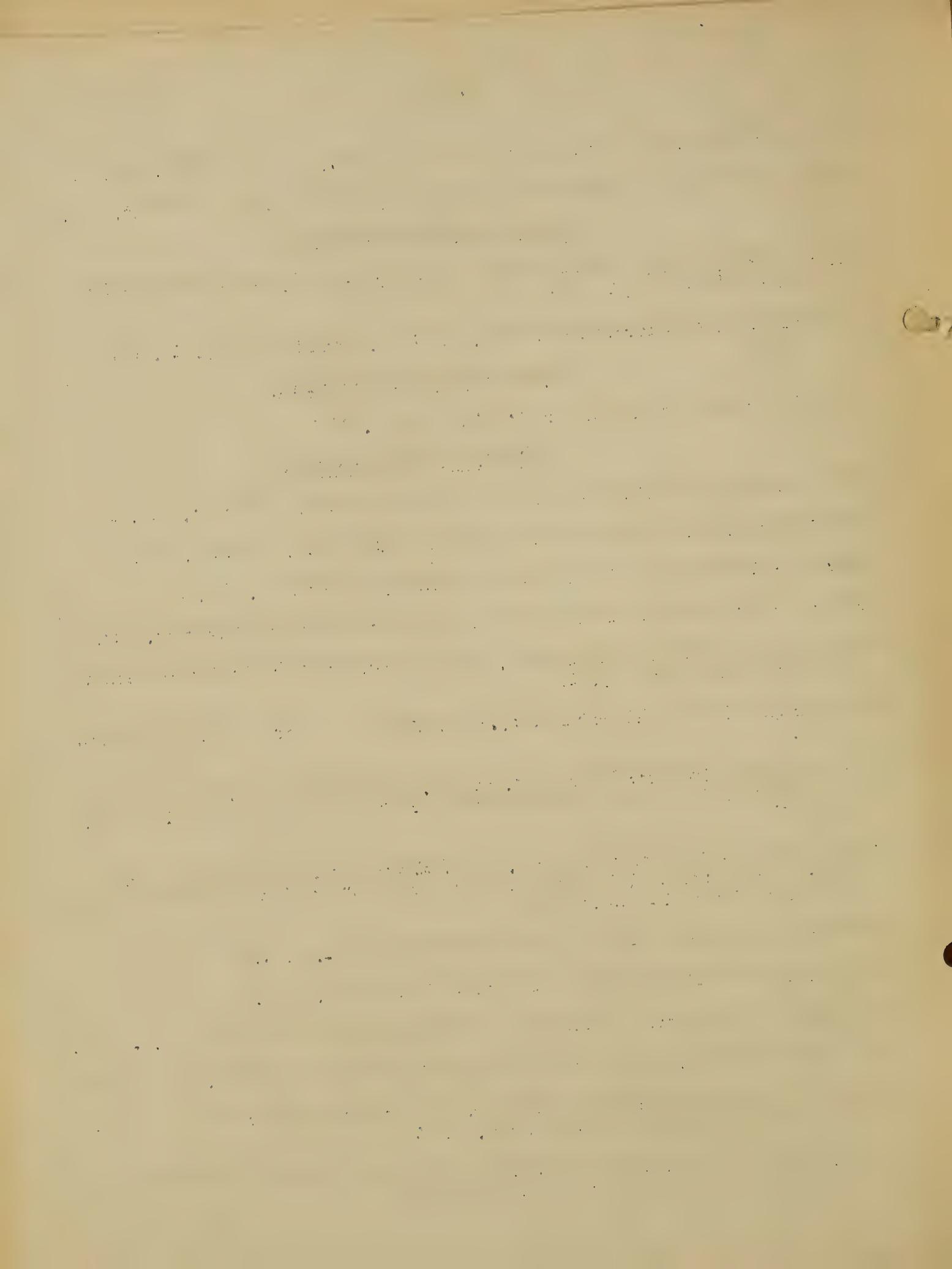
Memorandum announcing extension conference February 28. p. 1.

Two letters to directors of extension regarding narrative reports. pp. 1 each.

Two letters to directors of extension regarding claims for injury. pp. 1 each.

Circular letter to directors of extension regarding the part taken by women in the National Agricultural Conference. p. 1.

Circular letter to directors of extension inclosing Secretary's Memorandum 366, regarding violations of the Penal Code. p. 1.



Circular letter to directors of extension regarding leave without pay. p. 1.

Circular letter to directors of extension suggesting that official mail to addressed to Dr. Smith or Office of Extension Work. p. 1.

Form letter returning stamps and giving instructions as to securing publications when no longer available for free distribution. p. 1.

Form letter for requesting that material of other bureaus be sent to extension agents. Reprint, p. 1.

Form 275. Monthly report of State Leaders of County Workers. pp. 10. (P)

Form B-504. Weekly Field Report. Reprint. pp. 2. (P)

Form B-504-A. Weekly Time and Field Report. Reprint. p. 1. (P)

Form 228. Monthly Certificate of Service. Reprint. p. 1. (P)

Form 22. Salary and Leave Certificate. Reprint. pp. 2 (P)

Form 258. Blank form for terminating appointments. Reprint. p. 1.

Form 259. Notification to directors of extension of application for appointment of agent. Reprint. p. 1.

Form 41. Form letter for inclosing penalty envelope regulations. Reprint. p. 1.

Form 87. Detailed Financial Statement, 1921-1922. (Blank form.) Reprint p. 1.

Form 214. Blank form for inter-office memorandum. Reprint. p. 1.

Blank form for requesting correspondence from central files. p. 1.

Form 263. File charge slip. Reprint. p. 1.

Reference slip containing names of staff.

Reference slip - Projects and Programs.

Follow-up card. Reprint.

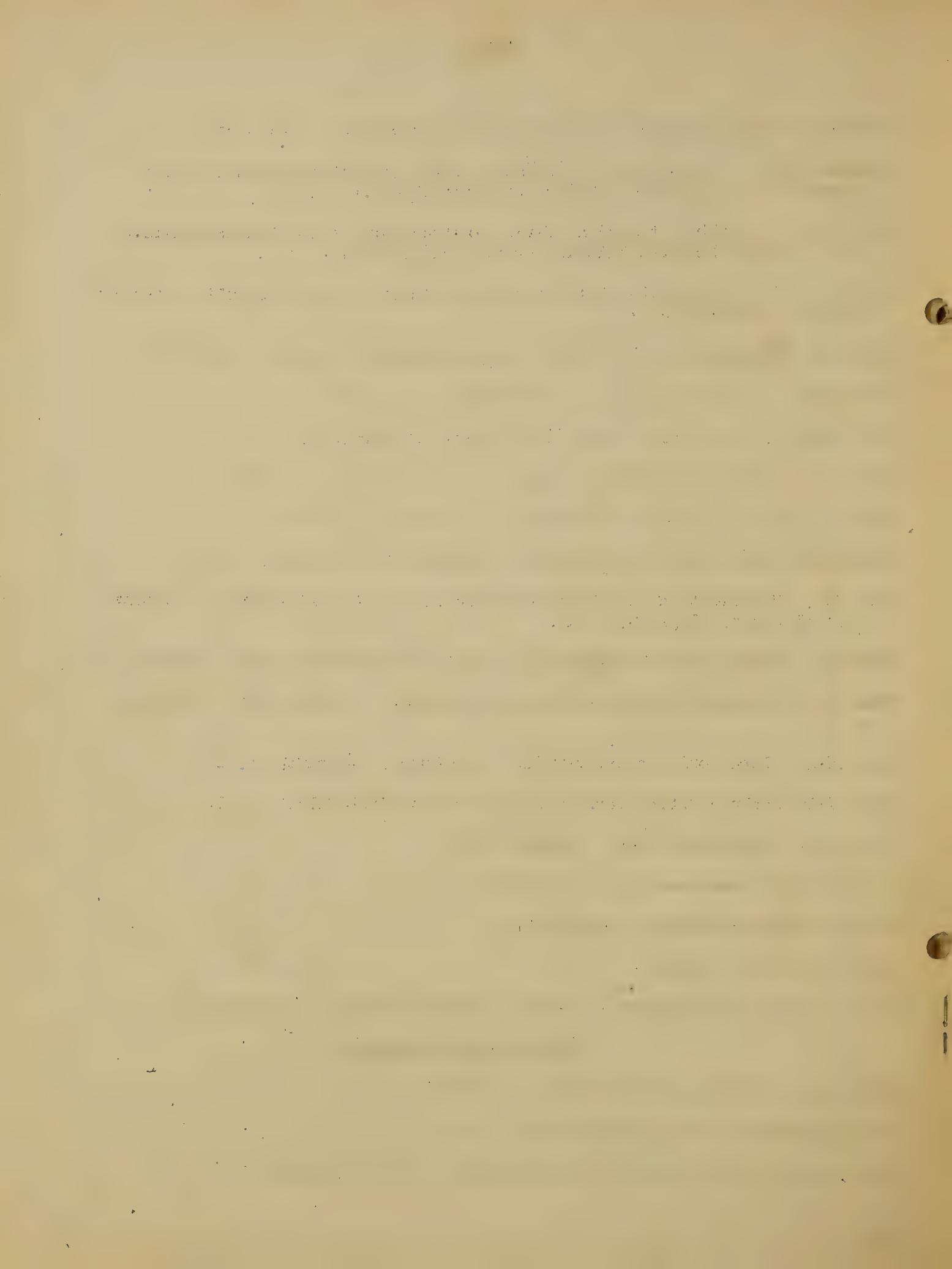
Lists of States by sections, Eastern, Western, Central, and Southern, pp. 4.

Office of Home Economics

Furnishing and Caring for Your Room. Reprint. pp. 8.

Letter regarding food and diet charts. p. 1.

Blank form for recording electrical energy and room temperature. p. 1.



PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
JANUARY, 1922.

PRINTED.

Dept. Circ. 203. Statistics of Cooperative Extension Work, 1921-22. By E. Merritt. pp. 18.

Experiment Station Record, Vol. 45, No. 8, pp. x + 701-800.

Exchange Mailing List. (Editorial Division.)

DUPLICATED.

Office of the Director.

Table showing percentage distribution of letter grades of occupational groups.
p. 1. (S)

Circular letter regarding conference in Switzerland on domestic instruction.
p. 1. (S)

Administrative Assistant's Office.

Form for report of services of probationary appointee. Reprint. p. 1. (S)

Form for recommendation for appointment. Reprint. p. 1. (S)

Address card. (S)

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during December, 1921. pp. 10.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, December, 1921. pp. 4. (S)

Exchange Mailing List Supplement, Jan. 3, 1922. pp. 3. (S)

State Officers in Charge of Agricultural Extension Work, January, 1922. pp. 2. (S)

Request for duplicating. Reprint. pp. 2. (S)

Suggestions Regarding the Classification of Photographs of Agricultural Subjects for the Use of Extension Workers. Reprint. pp. 8. (S)

Lantern Slide Series: (Prepared in cooperation with Office of Extension Work.)

- 100. Flies and Their Control. pp. 2.
- 107. Mosquitoes. pp. 2.
- 108. The European Corn Borer. p. 1.
- 116. Beautifying the Farmstead. pp. 2.
- 118. Extension Photography. pp. 2.
- 119. Home Demonstration Work with Poultry. pp. 2.
- 123. Farm Slaughtering and Handling of Lamb and Mutton. pp. 2.
- 124. County Agent Work. pp. 2.
- 125. 4-H Camps for Club Members. pp. 2.
- 126. Selecting the Laying Hen. pp. 2.
- 127. Own Your Own Room. pp. 2.
- 128. Farm Slaughtering and Handling of Pork. pp. 2.
- 129. Judging Sheep. p. 1.
- 133. Standard Varieties of Chickens. pp. 2.

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during December, 1921. pp. 4.

Position of the Experiment Station in the College of Agriculture. Reprint. pp. 14. (S)

Insular Experiment Stations.

Notehead of Porto Rico Station.

Addressed franks for Hawaii, Guam, and Virgin Islands.

"Petrowski Turnip Seed" envelope of Alaska Station.

Office of Extension Work.

County Agent Section.

The County Agent's Creed. New Year's Greeting. pp. 2. (S)

Home Demonstration Section

College Courses Suggested as a Valuable Part of the Training of the Home Demonstration Agents. p. 1. (S)

Number Home Economics Extension Specialists and Agents in Northern and Western States and Sources of Salaries. p. 1. (S)

Average Annual Salary County Home Demonstration Agents as of September 30, 1921. p. 1. (S)

College Courses which Have Been Found of Value by Home Demonstration Agents. p. 1. (S)

Boys' and Girls' Club Section.

The Junior Mind in Relation to Boys and Girls Club Work. pp. 8 (S)

Organization of Bread Club Demonstrations. Reprint. pp. 21.

Organization of Canning Club Demonstrations. Reprint. pp. 31.

Dairy Club Work - Its Organization and Demonstration. Reprint. pp. 18.

A Successful Record for 1921. p. 1. (S)

Miscellaneous.

Project No. 7, Live-Stock Demonstrations, 1921. pp. 15.

Assistant State Club Leaders' Distribution of Time Among Classes of Activities.
p. 1. (S)

Office Memorandum No. 3. Filing and method of handling correspondence. pp. 3. (S)

Memorandum announcing meeting of extension specialists, January 24. p. 1. (S)

Memorandum announcing extension conference, January 10. p. 1. (S)

Memorandum announcing extension conference, January 17. p. 1. (S)

Circular letter to directors of extension regarding motion picture questionnaire.
p. 1. (S)

Circular letter to directors of extension regarding commissions in Officers
Reserve Corps. p. 1. (S)

Form 22 (Revised). Salary and Leave Certificate. pp. 2.

Two circular letters to directors of extension explaining certificate of service
blank. (S)

Blank form for statement of specialists devoting full or part time to extension
work in 1921-22, with memorandum accompanying same. pp. 2. (S)

Form letter for returning to directors of extension unapproved requests for
publications in quantities. p. 1. (S)

Form letter to other bureaus for approval of order for their publications. p. 1. (S)

Form 2. Appointment Request Blank. pp. 2.

Form 910. Request for Supplies. Reprint. p. 1.

Form XS-55. Outstanding Salary Liabilities. Reprint. pp. 2. (S)

Alphabetical list of States. Reprint. p. 1. (S)

Letterhead of Office of Extension Work. Reprint.

Reference slip containing list of extension workers. Reprint. (S)

Ext. M. in O. reference slip. (S)

Form 221. Reference slip "for action checked." (S)

Postcard notification of publications exhausted. Reprint. (S)

Stencil record card. Reprint. (S)

Form 274. Tickler file slip. (S)

Office of Home Economics.

Available Illustrative Material prepared by the Office of Home Economics. p. 1.

Candied Citron and Citron Melon. (Recipe and form letter.) pp. 2. (S)

Form letter regarding candy making. Reprint. pp. 2. (S)

Vitamines. (Form letter.) p. 1. (S)

Homemade Soap. (Recipes and form letter.) Reprint. pp. 2. (S)

VERTICAL FILE
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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
DECEMBER, 1921.

PRINTED.

Report of the Director of the States Relations Service, 1921. pp. 59.

Work and Expenditures of the Agricultural Experiment Stations, 1919. pp. 94

Dept. Bul.

975. Food Values: How Foods Meet Body Needs. By Emma A. Winslow. pp. 37,
figs. 50.

988. Heat Production of Honeybees in Winter. By R. D. Milner and Geo. S.
Demuth. pp. 18, figs. 4.

Dept. Circ.

190. Extension Work Among Negroes, 1920. By W. B. Mercier. pp. 24,
figs. 11.

192. Status and Results of Boys' and Girls' Club Work, Northern and
Western States, 1920. By George E. Farrell. pp. 36, figs. 11.

Farmers' Bul.

1180. Housecleaning Made Easier. By Sarah J. MacLeod. Revised reprint.
pp. 31, figs. 6.

1228. A Week's Food for an Average Family. By Caroline L. Hunt. pp. 27.

Guam Station Bul. 1. Para and Paspalum: Two Introduced Grasses of Guam.
By Glen Briggs. pp. 44, pls. 6.

Guam Station Report, 1920. pp. 79, pls. 8.

Hawaii Station Bul. 46. The Pigeon Pea (Cajanus indicus): Its Culture and
Utilization in Hawaii. By F. G. Krauss. pp. 23, pls. 5, fig. 1.

Hawaii Station Report, 1920. pp. 72, figs. 2.

Porto Rico Station Bul. 28. The Coffee Leaf Spot (Stilbella flavidula) in
Porto Rico. By T. B. McClelland. pp. 12, pls. 4.

Experiment Station Record, Vol. 45, No. 5, pp. X + 401-500.
No. 6, pp. XI + 501-600.
No. 7, pp. XI + 601-700.

DUPLICATED.

Office of the Director.

Improvement of College Teaching in Vocational Subjects (Report of Committee on
Instruction in Agriculture, Home Economics, and Mechanic Arts, presented at
the meeting of the Association of Land-Grant Colleges at New Orleans, La.,
November 8, 1921), pp. 11. Memorandum accompanying same, p. 1.

R
Administrative Assistant's Office.

Form 14. Request for Supplies. Reprint.

States Relations Service notehead. Reprint.

Personnel card. Reprint.

Postcard notice of shipment. Reprint.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during November, 1921. pp. 12.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, November, 1921. pp. 2.

Exchange Mailing List Supplement, Dec. 1, 1921. pp. 6.

Blank form for report of station news for Experiment Station Record. Reprint. p. 1.

Lantern Slide Series 50, School Buildings and Equipment. pp. 2.
(Prepared in cooperation with Division of Agricultural Instruction.)

Lantern Slide Series 55, Marketing Hogs. pp. 2. (Prepared in cooperation with Office of Extension Work.)

Three form letters regarding loan of lantern slides.

Two blank forms for record of lantern slide sets.

Blank form for office request for illustrative work.

Request for photographic work. Reprint.

Agricultural Instruction.

List of Books on Rural Life. Revised reprint. pp. 2.

Texts and References for Secondary Schools:

General Agriculture. Revised reprint. p. 1.

Farm Management. Revised reprint. p. 1.

Agronomy. Revised reprint. pp. 3.

Economic Entomology. Revised reprint. p. 1.

Farmers' Institutes.

Foreign Agricultural Extension Activities. pp. 14.

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during November, 1921. pp. 3.

Insular Experiment Stations.

Blank form for time report. Reprint. p. 1.

Office of Extension Work.

County Agent Section.

"This Looks Good." (Multigraphed heading.)

This Looks Good: Annual Reports by Aeroplane. p. 1.

Methods of Building an Extension Program Adapted to the Needs of Local Communities. (a paper read by W. A. Lloyd before the meeting of the Association of Land-Grant Colleges at New Orleans, November 6-10, 1921). pp. 14.

Classification Key for Indexing County Agent Annual Reports, 1921, Northern and Western States. pp. 7.

Form 920. Report of the work of the county agent. (Blank form.) Reprint. pp. 60.

Record slips. Reprint.

Home Demonstration Section.

Annual Report of Home Demonstration Agent. (Blank form.) Reprint. pp. 12.

Boys' and Girls' Club Section.

Recommendations for Clothing Club Demonstration Work. Reprint. pp. 21.

Blank form for analysis of State club work literature. pp. 2.

Memorandum regarding the filing of annual reports of club work. p. 1.

Memorandum regarding receipt of annual reports of club work. p. 1.

Postcard acknowledging receipt of monthly field report. Reprint.

Farm Management Demonstrations.

Memorandum No. 51, regarding farm accounting project, etc. pp. 2.

Memorandum No. 52, inclosing article "The Need of the Hour in Agriculture," etc. p. 1.

Memorandum No. 53, inclosing addresses given before the scientific staff of U. S. Department of Agriculture. p. 1.

Farm management demonstration notes taken from narrative reports received since July, 1921. pp. 9.

Blank form for statistical summary farm management demonstrations. Reprint. p. 1.

Miscellaneous.

The Relation of an Extension Program to the work of an Experiment Station (Paper presented by W. F. Handschin at the Annual Convention of the Association of Land-Grant Colleges, New Orleans, November 8 to 10, 1921). pp. 7. Memorandum accompanying same, p. 1.

Number of days spent in the field by members of the field staff, January 1 to November 30, 1921, North and West Division. pp. 7.

Number of days spent in the field by members of the field staff, January 1 to November 30, 1921, Southern Division. pp. 6.

Memorandum announcing visiting conference December 13, 1921. p. 1.

Memorandum announcing extension conference December 20, 1921. p. 1.

Memorandum announcing that no conference would be held on December 27 or January 3. p. 1.

Circular letter inclosing blanks to county agents and requesting names of fur farmers. p. 1.

Circular letter regarding conferences of extension specialists, etc. p. 1.

Circular letter to extension directors regarding qualifications of Mr. Frank Hall, Geneva, New York. p. 1.

Circular letter to extension directors regarding the handling of correspondence between this Service and the States. p. 1.

Circular letter to extension directors regarding discontinuance of reports, etc. pp. 2.

Circular letter to directors of extension concerning Mr. Hanson's availability for field work, etc. p. 1.

Form for indicating distribution of publications. pp. 2.

Form B-504-A. Weekly Time and Field Report. Reprint. p. 1.

Blank form for record of field visits. p. 1.

Office of Home Economics.

Circular letter regarding food selection and meal planning charts. pp. 2.

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
NOVEMBER, 1921.

PRINTED.

Farmers' Bul. 487. Cheese and Its Economical Uses in the Diet. By C. F. Langworthy and Caroline L. Hunt. pp. 40. Reprint with new cover page.

Porto Rico Sta. Circ. 20. Mosquito Survey of Mayaguez. By W. V. Tower. pp. 10, pls. 4.

Photographic mounts (Editorial Division).

DUPLICATED.

Office of the Director.

Memorandum to extension directors regarding necessity for improving demand for corn and corn products owing to large corn crop. pp. 2.

Administrative Assistant's Office.

Memorandum regarding leave of absence. pp. 2.

Bureau Accounting Office.

Letterhead.

Form 71-A. - Instructions regarding use of penalty envelopes. Reprint. p. 1.

Form F.L.2. - Memorandum transmitting letter of authorization. Reprint. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during October, 1921.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, October, 1921. pp. 4.

Exchange Mailing List Supplement, Nov. 1, 1921. pp. 7.

List of Land-Grant Colleges in the United States, Nov. 1, 1921. pp. 2.

List of Agricultural Experiment Stations in the United States, Nov. 1, 1921. pp. 2.

Illustrative work pending. (Blank form). Reprint. p. 1.

Agricultural Instruction.

Lantern Slides for the Use of Teachers of Agriculture. Reprint. pp. 4.

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service during October, 1921. pp. 3.

Position of the Experiment Station in the College of Agriculture. pp. 14.

Blank form for statistics of agricultural experiment stations, 1921. Reprint. p. 1.

Office of Extension Work.

County Agent Section.

This Looks Good: What's the Use of Reporting? pp. 2.

Memorandum to county agent leaders regarding annual report. pp. 5.

Community analysis as a basis for community program planning for extension work in agriculture and home economics in cooperation with State agricultural colleges and other community effort. p. 1 (large sheet).

Home Demonstration Section.

What Shall We Eat This Winter? Reprint. pp. 3.

Miscellaneous.

Suggested topics for the report of directors of extension for 1921, and memorandum accompanying same. pp. 4.

Form for listing employees in Federal buildings or county court houses, with memorandum accompanying same. pp. 2.

Alphabetical list of the 33 Northern and Western States. Form 131. Reprint. p. 1.

Postcard notification of publications exhausted. Reprint.

Office of Home Economics.

Diet in Diabetes and Other Diets in Which Carbohydrates are Restricted. Reprint pp. 2.

Memorandum regarding the making of soap, and recipes accompanying same. Reprint. pp. 2.

Memorandum regarding food-calorie table. p. 1.

Letterhead.

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
OCTOBER, 1921.

PRINTED:

Dept. Circ.

178. Status and Results of Home Demonstration Work, Northern and Western States, 1920. By Florence E. Ward. pp. 30, figs. 6.
179. Status and Results of County Agent Work, Northern and Western States, 1920. By W. A. Lloyd. pp. 36, figs. 9.

Farmers' Bul.

391. Economical Use of Meat in the Home. By C. F. Langworthy and Caroline L. Hunt. Rev. Reprint. pp. 29.
653. Honey and Its Uses in the Home. By Caroline L. Hunt and Helen W. Atwater. Rev. Reprint. pp. 26.
808. How to Select Foods, I. What the Body Needs. By Caroline L. Hunt and Helen W. Atwater. Rev. Reprint. pp. 15, fig. 1.
1186. Pork on the Farm: Killing, Curing, and Canning. By F. G. Ashbrook and G. A. Anthony, Bureau of Animal Industry, and Francis P. Lund, States Relations Service. Rev. Reprint. pp. 44, figs. 22.
1207. Milk and Its Uses in the Home. (Office of Home Economics.) pp. 35, figs. 5.
1211. Home Canning of Fruits and Vegetables. pp. 50, figs. 15. (Withheld from distribution until next season.)

Guam Sta. Ext. Circ. 3. The Home Garden for Club Members. By Glen Briggs. pp. 15, figs. 9.

Porto Rico Sta. Circ. 19 (Span. ed.) La Crianza de Aves en Puerto Rico. By H. C. Henricksen. pp. 22, figs. 14.

Experiment Station Record, Vol. 45, No. 2, pp. X + 101-200.
No. 3, pp. XI + 201-300.
No. 4, pp. XI + 301-400.

DUPLICATED

Administrative Assistant's Office.

C
Personnel card. (Blank form.) Reprint.

Memorandum requesting return receipt for shipment of envelopes. p. 1.

Blank form for inventory of property. Reprint. p. 1.

Blank form 26, Invoice of property purchased.

485-J

Bureau Accounting Office.

Memorandum regarding field diary and travel record. p. 1.

Form F.L.12. Memorandum inclosing Departmental identification card. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during September, 1921. pp. 11.

Slip requesting the return of publications to Miss Nye, Office of Home Economics.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, September, 1921. pp. 4.

Exchange Mailing List Supplement, Oct. 1, 1921. pp. 5.

State Officers in Charge of Agricultural Extension Work, July 1, 1921. Reprint. pp. 2.

Reference slip. Reprint.

Announcement Regarding Lantern Slides for the Use of Extension Workers. Reprint. pp. 5.

Agricultural Instruction.

Use of Illustrative Material in the Teaching of Agriculture. Reprint. pp. 17.

Sources of Projection Apparatus and Materials. Reprint. pp. 6.

Sources of Pictures Relating to Agriculture and Nature Study. Reprint. pp. 3.

Dealers in Laboratory Equipment and Supplies. pp. 2.

Laboratory Manuals in Agriculture. pp. 2.

Texts and References for Secondary Schools:

Dairy Husbandry. pp. 3.

General Science. p. 1.

Floriculture and Landscape Gardening. pp. 3.

Horticulture. pp. 5.

Poultry Husbandry. pp. 3.

Rural Engineering, Farm Shop Work, and Manual Arts. pp. 3.

Farmers' Institutes.

Foreign Agricultural Extension Activities. pp. 11.

Office of Experiment Stations.

A Classified List of Projects Carried On by the Agricultural Experiment Stations, 1920. pp. 250.

List of Station Publications Received by the States Relations Service During September, 1921. pp. 3.

Memorandum to station directors regarding data for annual report. p. 1.

Experiment Station Record call list. Reprint. (Blank form.)

Insular Stations.

Time report blank. Reprint. p. 1.

Guam Station letterhead. Reprint.

Franked manila wrappers for Virgin Islands Station.

Office of Extension Work.

County Agent Section:

This Looks Good:

Grasshopper War in Colorado. pp. 2.

The Hens are Going Hence. pp. 2.

Conference Versus "Cussing". How One Community Solved Its Transportation Problem. pp. 2.

Five Principles of Effective Work. pp. 2.

Seed Injury Demonstrations in Whatcom County, Wash. pp. 2.

The Development of a Definite State Program of Extension Work in Agriculture. pp. 12.

Suggestions to county agents in preparing 1921 annual report. pp. 2.

Home Demonstration Section.

Home Demonstration Ideas:

The County Fair Proves a Good Place to Advertise the Home Demonstration Program. p. 1.

Farm Home Economics. pp. 1.

Brown Milk Jug the Fairies Gift to Children. pp. 2.

Conference of Extension Specialists in Nutrition and Health, Central States, St. Paul, Minn., Oct. 31 to Nov. 4, 1921. pp. 5.

List of Extension Specialists in Nutrition in the Northern and Western States, Oct. 1, 1921. pp. 2.

Current Scientific Reports and Other Subject Matter of Interest to Nutrition Specialists. pp. 12.

Foods and Nutrition Project. pp. 2.

Blank form for annual report of home demonstration agents in the Southern States. Reprint. pp. 12.

"Boys' and Girls' Club Section.

Recommendations for Food Club Demonstrations of a Committee Appointed by the Boys' and Girls' Club Section. pp. 15.

Recommendations for Hot School Lunch Club Demonstration Work. Reprint. pp. 21.

Data compiled for semi-annual report, June 30, 1921. pp. 7.

Miscellaneous.

Organization of Office of Extension Work. 5 diagrams.

Letterhead of Office of Extension Work.

Office Memo. No. 2. Address list of extension directors. pp. 4.

Memorandum inclosing report of Committee on Agriculture to the President's Conference on Unemployment. p. 1.

Memorandum inclosing questionnaire to Potomac gardeners. pp. 2.

Form B-504-A. Weekly Time and Field Report. Reprint. pp. 2.

Form 910. Request for Supplies. Reprint. p. 1.

Form XS-45? Blank form for list of monthly certificates of service returned. Reprint. pp. 2.

Form 254 (Rev.). Blank form for proposed revision of cooperative extension funds. p. 1.

Form 22 (Rev.). Salary Certificate of Service. Reprint. pp. 2.

Form 263. File charge slip. Reprint.

Form 224. Charge slip of central files. Reprint.

Form 219. File cross reference. Reprint.

Smith-Lever and other extension funds, etc. (Blank form.) Reprint. p. 1.

Office of Home Economics.

List of Work of Government Research Laboratories and Offices which Deal with Subject Matter of Interest to Home Economics Teachers and Students. Reprint. pp. 21?

Making and Use of Apple Pectin Sirup in the Home. Reprint. pp. 6.

Form for returning manuscripts, etc., from Office of Home Economics to Editorial Division. p. 1.

Slip for referring press articles.

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PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
SEPTEMBER, 1921.

PRINTED.

Dept. Circ. 107. A System of Field and Office Records for County Extension Workers. By M. C. Wilson. Reprint. pp. 13, figs. 6.

Dept. Circ. 189. The Well-planned Kitchen. (Office of Home Economics.) pp. 8.

Farmers' Bul. 1219. Floors and Floor Coverings. (Office of Home Economics,) pp. 36, figs. 2.

Yearbook Sep. 833. Home Demonstration Bears Fruit in the South. By O. B. Martin and Ola Powell. pp. 111-126, figs. 7.

Yearbook Sep. 858. Food for Farm Families. By Helen W. Atwater. pp. 471-484, fig. 1.

Yearbook Sep. 859. Boys' and Girls' Clubs Enrich Country Life. By C. B. Smith and George E. Farrell. pp. 485-494, figs. 8.

Virgin Islands Sta. Bul. 2. Sugar Cane in St. Croix. By Longfield Smith. pp. 23, pl. 1, figs. 2.

Food Selection and Meal Planning Charts, Nos. 1-8. (Office of Home Economics.)

Franked postcards, 7 x 4 $\frac{3}{8}$. (Office of Extension Work South.)

DUPLICATED.

Office of the Director.

Memorandum of Secretary regarding consolidation of extension offices. p. 1.

Number of Cooperative Extension Employees, September. pp. 2.

Administrative Assistant's Office.

Radiogram receipt slip. (Blank form.)

Blank form for record of postage.

LIBRARY.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during August, 1921. pp. 13.

Form letters for requesting extension and experiment station publications. Reprints. pp. 2.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service,
August, 1921. pp. 3.

Exchange Mailing List Supplement, Sept. 1, 1921. pp. 3.

Blank form for record of lantern slide shipment. p. 1.

Labels for shipping lantern slides by express. (Blank form.) Reprint.

Agricultural Instruction.

Texts and References for Secondary Schools - Agricultural Science. Reprint. pp. 2.
Animal Husbandry. Reprint. pp. 3.

Agricultural Education [Texts and references.] Reprint. pp. 2.

List of Exhibits [relating to instruction in agriculture and home economics,
etc.]. Rev. Reprint. pp. 4.

Lantern Slides for the Use of Teachers of Agriculture. Reprint. pp. 4.

Sources of Maps, Charts and Models. Reprint. pp. 2.

Office of Experiment Stations.

List of Station Publications Received by the States Relations Service During
August, 1921.

Insular Stations.

Letterhead of Porto Rico Experiment Station.

Frank of Virgin Islands Experiment Station.

Postcard for revision of Insular Stations Mailing list.

Office of Extension Work South.

What Shall We Eat This Winter? (Prepared in cooperation with the Office of
Home Economics.) pp. 3.

Memorandum to agents inclosing Public Health Bulletins 462 and 654. p. 1.

Form B-504. Weekly Field Report. Reprint. pp. 2.

Form 228. Monthly Certificate of Service. Reprint. pp. 2.

Form X-S-15. Applications for Leave of Absence Returned Herewith. Reprint.
pp. 2.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

Let Your Light Shine. (Memorandum to county agents asking for ideas for "This Looks Good.") p. 1.

How County Agents Increase Farmers' Interest in the Agricultural College. p. 1.
A County Changes from Spring Wheat to Winter Wheat as a Result of Demonstration Work. p. 1.

Conference Picnic. p. 1.

County Agent Helps Stockman Keep Feeding Records. p. 1.

Handling Sweet Clover Seed Crop. pp. 2.

"Relation of County Agent to the People." p. 1.

"Wild Bjonx." [Hessian fly]. The Most Expensive Animal in the State of Ohio. p. 1.

"We Learn to Do by Doing." p. 1.

County Agent Work North and West Going Forward. pp. 2.

Wisconsin Celebrates Tenth Anniversary County Agent Work, August 10, 1921. p. 1.

Methods of Building an Extension Program Adapted to the Needs of Local Communities. pp. 2.

Form 129. (Revised 9-1-21). Memorandum describing material sent to newly appointed county agents. pp. 3.

Memorandum to county agents regarding Dept. Bul. 999, "Prices of Farm Products in the United States." p. 1.

Home Demonstration Section.

Home Demonstration Ideas:

Missouri Increases Farm Home Water Systems. pp. 2.

Some Recent Publications of Interest to Extension Workers in Home Economics. pp. 2.

Efficiency Suggestions: Five Principles of Effective Work. pp. 2.

Time Study of Home Demonstration Agent's Work. (Blank form.) pp. 5.

Summary of Home Demonstration Agents' Report, Month of June, 1921. pp. 3.

Narrative report of extension specialist in clothing and home furnishing, Calif.; home furnishing project, San Diego, Calif.; and memorandum accompanying same. pp. 10.

Memorandum to home demonstration agents regarding courses for home demonstration workers. p. 1.

Boys' and Girls' Club Section.

Organization of Canning Club Demonstrations. By Gertrude L. Warren. pp. 31.

Organization of Bread Club Demonstrations. By Gertrude L. Warren. pp. 21.

Poultry Club Work- Its Organization and Demonstration. By H. B. Hendrick.
Reprint. pp. 27.

Blank form for Annual Report of County Club Agent. Reprint. pp. 24.

Miscellaneous.

List of Cooperative Extension Workers, Northern and Western States. Rev.
Reprint. pp. 49.

Form letter for requesting that material be sent to applicant. p. 1.

Personnel card.

Form 213. Franked postcard for reporting status of agents.

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PRINTED.

Farmers' Bul. 256. Preparation of Vegetables for the Table. By Maria Parloa.
Rev. Reprint. pp. 46.

Experiment Station Record, Vol. 44, No. 8, pp. IX+70I-800.

Experiment Station Record, Vol. 44, No. 9, pp. X+80I-900.

Experiment Station Record, Vol. 45, No. 1. pp. X+100.

Salary history card. Reprint. (Bureau Accounting Office blank form.)

Agricultural Science Register. Rev. Reprint. (Editorial Division blank form.)

Notebooks for Porto Rico Station. (Insular Stations.)

Franked slips, $5\frac{1}{4}$ x 3". (Office of Extension Work North and West.)

DUPLICATED.

Office of the Director.

Number of Cooperative Extension Employees, August. pp. 2.

Administrative Assistant's Office.

Inventory of property cards. (Large white and small blue.) Reprint.

Bureau Accounting Office.

Salary distribution by projects. (Blank form.) p. 1.

Travel record card. (Blank form.) Reprint.

Record of transportation accounts paid. (Blank form.) Reprint.

Library.

List of Extension Publications of the State Agricultural Colleges Received
by the States Relations Service during July, 1921. pp. 14.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service,
July, 1921. pp. 3.

Agricultural Science Register Annual Revision Blank. p. 1.

Exchange Mailing List Corrections, August, 1. 1921. pp. 5.

List of Land-Grant Colleges in the United States, August 1, 1921. pp. 2.

Itemized Statement of Illustrative Work. (Blank form.) p. 1.

Information for Publicity Purposes in Connection with Photographs of Club Members.
Reprint. (Blank form.) pp. 2.

Agricultural Instruction.

Use of Illustrative Material in the Teaching of Agriculture. Reprint. pp. 17.

Texts and References for Secondary Schools:

Farm Management. Reprint. p. 1.

General Agriculture. Reprint. p. 1.

Agricultural Science. Reprint. pp. 2.

Agronomy. Reprint. pp. 4.

Economic Entomology. Reprint. pp. 2.

Dealers in Laboratory Equipment and Supplies. Reprint. pp. 2.

Office of Experiment Stations.

List of Station Publications Received by the Office of Experiment Stations
during July, 1921. pp. 2.

Office of Extension Work South.

Recipes for "Pickles Made of Large Cucumbers" and "White Soy of Cucumbers."
pp. 2.

Recipes for "Dixie Burgoo" and "Pine Bark Fish Stew." pp. 2.

Form letter advising agents that miscellaneous supplies are no longer furnished,
etc. p. 1.

Form A-55. Postcard announcing meeting of home demonstration club, etc. Reprint.

Office of Extension Work North and West.

County Agents Section.

This Looks Good:

Barbed Wire Telephones. p. 1.

Bulletin Filing Cases. p. 1.

Extension Projects Involving Cooperation Between the Extension Specialists,
County Agents and Local Cooperators. p. 1.

Form 56. Blank form for Report of the State County Agent Leader. Reprint. pp. 8.

Home Demonstration Section.

Home Demonstration Ideas:

Results from Nutrition Work in Minnesota. p. 1.
Can You Qualify? Goals Set for Home Demonstration Agents and Specialists
in Utah 1921-22. pp. 2.
Fair Time is Approaching! p. 1.
Home Demonstration Work Develops Community. p. 1.
Perhaps We've Been Neglecting Them! (Attendance of men at home demon-
stration meetings.) p. 1.
Home Demonstration Methods Utilized by Medical Association. p. 1.
How Records of Publicity Material are Kept in the Washington Office. pp. 2.
Cho-Cho Campaign Successful. (Performances by clown of Child Health
Organization.) p. 1.
Local Leadership in the Clothing Project. pp. 2.
Blank forms for keeping record of vacancies to be filled, and applications made.

Boys' and Girls' Club Section.

Suggestive First Year's Program for Bread Club Work. Reprint. pp. 6.

Farm Management Demonstrations.

Farm Management Demonstrators and Assistants. p. 1.

Miscellaneous.

Plan of Work, 1921, State of Washington. pp. 15.

Form 41. Memorandum inclosing penalty envelope regulations. Reprint. p. 1.

Form letter acknowledging motion picture requests. Reprint. p. 1.

Reference slip. Reprint.

Stencil record card. Reprint.

Postcard notification of publications exhausted. Reprint.

Office of Home Economics.

Making and Use of Apple Pectin Sirup in the Home, pp. 6.

the first time in the history of the world, the whole of the
population of the earth has been gathered together in one
place, and that place is the city of London.

It is a remarkable fact that the population of the world
has increased so rapidly during the last few centuries,
and that it is now more than double what it was in 1700.

The increase of population is due to the fact that
men have learned how to live longer, and that they
have learned how to produce more food than they
can eat.

The result of this is that there is a great
surplus of labor, and that there is a great
surplus of food.

This surplus of labor and food has led to
the creation of a large number of new industries,
and to the development of a great number of new
products.

The result of all this is that the world is
now in a much better position than it was
in 1700, and that it is likely to continue
to improve in the future.

It is also true that the world is in a
much worse position than it was in 1700,
because there is a great deal of poverty
and suffering in the world.

The result of all this is that the world is
now in a much worse position than it was
in 1700, and that it is likely to continue
to deteriorate in the future.

The result of all this is that the world is
now in a much worse position than it was
in 1700, and that it is likely to continue
to deteriorate in the future.

The result of all this is that the world is
now in a much worse position than it was
in 1700, and that it is likely to continue
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in 1700, and that it is likely to continue
to deteriorate in the future.

July 1921

PRINTED AND DEUPPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
JULY, 1921.

PRINTED.

Farmers' Bul. 535 Sugar and Its Value as Food, By Mary Hinman Abel. Rev.
Reprint. pp. 30.

Report of the Porto Rico Agricultural Experiment Station, 1920. pp. 39, pls. 6.

Experiment Station Record, Vol. 44, No. 7. pp. XI & 601-700.

Form 24-W. Salary liability and payment record. (Bureau Accounting Office
blank form.)

Library record cards, 5x3 and 6x4. (Library blank forms)

Ruled sheet for record instrument. (Office of Home Economics.)

DUPLICATED.

Office of the Director.

For Better Service to the Community. (A statement concerning the cooperative
extension work of the U. S. Department of Agriculture with agricultural
colleges and the American Red Cross.) pp. 46.

Number of Cooperative Extension Employees, July. pp. 2.

Memorandum regarding Joint Commission of Agricultural Inquiry. p. 1.

Form A. Statistics of the Cooperative Agricultural Extension Service, 1921.
Reprint. (Blank form.) p. 1.

Form B. Farmers' Institutes, 1920-21. Reprint. (Blank form.) p. 1.

States Relations Service noteheads.

Administrative Assistant's Office.

Request for Appointment or Change in Official Status. (Blank form.) p. 1.

Recommendation for appointment. (Blank form.) Reprint. p. 1.

Quotation blank. p. 1.

Bureau Accounting Office.

Monthly report of Government owned automobiles, motor trucks and motorcycles,
etc. (Blank form.) p. 1.

Memorandum of adjustments on transportation requests. (Blank form.) p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during June, 1921. pp. 11.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, June, 1921. pp. 4.

Exchange Mailing List Corrections, July 1, 1921. pp. 2

State Officers in Charge of Agricultural Extension Work, July 1, 1921. Rev. Reprint. pp. 2.

Memorandum Concerning the Preparation of Material for the List of Workers in Agriculture, Home Economics, and Related Work in the Agricultural Colleges and Experiment Stations for the year 1921-1922. p. 1.

Necessary information for accurate drawing of room. (Blank form.) Reprint. p. 1.

Condition report of lantern slides. (Blank form.) Reprint. p. 1.

Card for keeping lantern slide record.

Slip showing condition of lantern slides. Reprint.

Office of Experiment Stations.

List of Station Publications Received by the Office of Experiment Stations during June, 1921. pp. 5.

Circular letter acknowledging receipt of money-order in payment for Card Index of Experiment Station Literature. p. 1.

Card for revision of mailing lists. Reprint.

Follow-up card for mailing list revision.

Insular Experiment Stations.

Alaska Experiment Station letterhead. Reprint.

Office of Extension Work South.

A Soil Building Demonstration. (pp. 4) and memorandum to accompany same (p. 1.).

Form XS-55. Outstanding Salary Liabilities. Reprint. pp. 2.

OEWS 920-C. Corn, etc. (Blank form.) Reprint. p. 1.

Salary Liability -- Fiscal Year 1922. (Blank form.) Rev. Reprint. p. 1.

Form 228. Monthly Certificate of Service. Reprint. pp. 2.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

What Should the County Agent Know Before Taking Up the Work in a County? p. 1.
Bread Cast Upon the Waters. p. 1.
Building the Annual Report of the County Agent from His Monthly Report to
the Leader. p. 1.
"Money Saved is Money Earned" Farmers save one dollar a day by figuring
dairy Rations. p. 1.
County Extension Service Sign. p. 1.
Play as a Basis of Confidence. pp. 2.

Home Demonstration Section.

Home Demonstration Ideas:

Children Keep Household Accounts. p. 1.
Interesting School Children in Their School Lunch. p. 1.
Training Class in Refinishing Furniture. p. 1.

Boys' and Girls' Club Section.

The Demonstration Team -- Its Value and Method of Training. Reprint. pp. 6.
Fall Vegetables for the Great Plains Area. By W. R. Beattie. pp. 2.
Annual Report of County Club Agent. (Blank form.) Rev. Reprint. pp. 24.
Specifications for Rubber Jar Rings. Reprint. pp. 2.

Farm Management Demonstrations.

Memorandum No. 48. Use of enterprise cost records, etc. pp. 4.

Miscellaneous.

Pennsylvania plans of work, 1921. pp. 10.

Conference of Extension Specialists and County Agent Leaders, June 21, 1921. pp. 8.

Special Courses for Extension Workers. pp. 4.

Specialists' Itineraries. pp. 6.

Memorandum to extension directors regarding penalty envelopes returned because of
incorrect or insufficient addresses. p. 11.

Form 245. Blank form for showing financial cooperation under project. p. 1.

Office of Home Economics.

List of Work of Government Research Laboratories and Offices Which Deal With
Subject Matter of Interest to Home Economics Teachers and Students. pp. 21.

Blank form for record of data taken in canning vegetables. pp. 2.

Reference slip. Reprint. p. 1.

and the "Mystic" or "Eccentric" school, and the "Academy,"
the former being the more numerous, and the latter the
more prominent. The former, however, were not
so much a school as a collection of individuals,
who, though they did not always agree in their
views, yet were all agreed in their contempt
of the "Academy." The "Academy," on the
other hand, was a well-organized body, with
a definite program, and a definite method
of procedure. The "Academy" was
a school of thought, while the "Mystic" and
the "Eccentric" were schools of action.
The "Academy" was a school of thought,
while the "Mystic" and the "Eccentric" were
schools of action.

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JUL 19 1921

PRINTED.

Farmers' Bul. 1136. Baking in the Home. By Hannah L. Wessling. Rev. Reprint. pp. 40, figs. 8.

Farmers' Bul. 1195. Rice as Food. pp. 21, figs. 4.

Virgin Islands Sta. Bul. 1. Sea Island Cotton in St. Croix. By Longfield Smith. pp. 14, pls. 2.

Insular Stations treasury account. (Bureau Accounting Office blank form.)

Request for book or volume of periodical. Reprint. (Library blank form.)

Franked postcard. Form B-559, Application for membership in boys' agricultural clubs. Rev. reprint. (Office of Extension Work South blank form.)

DUPLICATED.

Office of the Director.

Memorandum of Understanding between the Executive Committee of the American Farm Bureau Federation and States Relations Service, relative to Farm Bureaus and the Extension Service. Reprint. pp. 5.

Number of Cooperative Extension Employees, June. pp. 2.

Administrative Assistant's Office.

Blank form for use in reporting on field force for Bureau of Efficiency. p. 1.

Bureau Accounting Office.

Form 33. Itinerary report. pp. 2.

Form C. L. 27. Circular letter regarding itinerary report. p. 1.

Memorandum transmitting original bill of lading to consignee. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during May, 1921. pp. 12.

Blank form for request for publications.

Editorial Division

Printed and Duplicated Material Issued by the States Relations Service, May, 1921. pp. 4.

Exchange Mailing List Corrections, June 1, 1921. p. 1.

List of Agricultural Experiment Stations in the United States, July 1, 1921. pp. 2.

Office of Experiment Stations.

List of Station Publications Received by the Office of Experiment Stations during May, 1921. pp. 3.

Memorandum regarding financial report, 1920-21. p. 1.

Insular Experiment Stations.

Letterhead of Insular Experiment Stations.

Office of Extension Work South.

Form 920. Report of the Work of the County Agent. Reprint. (Blank form.) pp. [61].

The County Agent: Some of the important things a county agent should have brought to his attention before entering upon his duties in a county. Reprint. pp. 6.

Blank form for Annual Report of Home Demonstration Agent. pp. 12.

Attractive Ways of Using Tomatoes. Reprint. pp. 6.

Jelly and Jelly Making. Reprint. pp. 6.

Partial Results of Extension Work in the South for the year 1920. pp. 7.

Specialists' Report. (Blank form.) pp. [14].

Nitro-Bacter Soil Vaccine. p. 1.

Form 509. Memorandum of Employment. pp. 2.

Form B-504. Weekly Field Report. Reprint. pp. 2.

Form B-504-A. Weekly Time and Field Report. Reprint. p. 1.

Form XS-45. List of Monthly Certificates of Service Returned Herewith. Reprint. pp. 2.

Lists of supplies sent to agents, for receipt and return. pp. 2.

Memorandum to directors of extension regarding proper use of penalty envelopes. p. 1.

Memorandum for inclosing summary of important features of extension work. p. 1.

County and territorial cards.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

Community Silo Building. p. 1.

Motion Pictures at Community Meetings. p. 1.

Fitting the Man to the Job and the Job to the Man. pp. 2.

Home Demonstration Section.

Home Demonstration Ideas:

Local Women Assume Responsibility of Making Dress Forms. p. 1.

Home Millinery Develops Leadership. p. 1.

Courses for training of extension workers, etc. pp. [8].

Form 207. Annual Report of Home Demonstration Agent. Reprint. (Blank form.) pp. 14.

Form 217. Annual Report of State Home Demonstration Leader. Reprint. (Blank form.) pp. 5.

Form 199-a. Monthly Report of State Home Demonstration Leader. Reprint. (Blank form.) pp. 8.

Boys' and Girls' Club Section.

Annual Report of Boys' and Girls' Extension Work. Reprint. (Blank form.) pp. 24.

The Relation of Boys' and Girls' Club Demonstrations to the Development of Rural Home Life. Reprint. pp. 2.

Farm Management Demonstrations.

How One County Agent Made a Success of Farm Management Extension Work. pp. 8.

Miscellaneous.

Memorandum to be sent to extension directors regarding conference of nutrition and health specialists, etc. p. 1.

Form 271. Salary Statement for Extension Employees. (Blank form.) p. 1.

Salary Liability - Fiscal Year 1920-1921. Reprint. (Blank form.) p. 1.

Form 270. Publications paid out of Smith-Lever Funds, etc. (Blank form.) p. 1.

Form 214. Inter-Office Memorandum. Reprint. (Blank form.) p. 1.

Form 263. File Charge Slip. Reprint. (Blank form.) p. 1.

Form 224. Central files charge slip. Reprint. (Blank form.)

Form 272. Cross reference sheet. Reprint. (Blank form.) p. 1.

Office of Home Economics.

Research Work in Home Economics in the United States, 1920-21. A Summary Prepared for the Committee on Research Information of the American Home Economics Association. By Minna C. Denton. pp. 4.

Memorandum regarding home economics research. p. 1.

Ash Constituents of Food. p. 1.

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
MAY, 1921.

PRINTED.

Dept. Circ. 152. Organization and Results of Boys' and Girls' Club Work. By George E. Farrell and Ivan L. Hobson. pp. 35, figs. 7.

Farmers' Bul. 817. How to Select Foods. II. Cereal Foods. By Caroline L. Hunt and Helen W. Atwater. pp. 23, figs. 4.

Porto Rico Sta. Bul. 27. Yam Culture in Porto Rico. By C. F. Kinman. pp. 22, pls. 6.

List of Workers in Subjects Pertaining to Agriculture.- Pt. 2, State Agricultural Colleges and Experiment Stations. pp. 98.

Outline maps of States. (Office of Extension Work South.)

Salary liability cards, 5 x 8, white and canary. (Office of Extension Work South.)

Time cards for year 1921-22, 5 x 8, white and salmon. (Office of Extension Work South.)

Individual salary sheets. (Office of Extension Work North and West.)

DUPLICATED.

Office of the Director.

Number of Cooperative Extension Employees, May. pp. 2.

Administrative Assistant's Office.

Request for changes in personnel. (Blank form.) Reprint. p. 1.

Franked postcard - notification of shipment. Reprint.

Typewriter repair request blank. Reprint.

Bureau Accounting Office.

Form 30. Request for Authorization for Official Travel. Reprint. p. 1.

Blank form for record of Insular Stations accounts received. p. 1.

Card record of transportation accounts paid. (Blank form.) Reprint.

Form F. L. 12. Memorandum transmitting Department identification card. Reprint. p. 1.

Library

List of Extension Publications of State Agricultural Colleges Received by the States Relations Service during April, 1921. pp. 15.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, April 1921. pp. 5.

Exchange Mailing List Corrections, May 1, 1921. pp. 3.

State Officers in Charge of Agricultural Extension Work, June 1, 1921. Rev. Reprint. pp. 2.

Request for photographic work. Reprint.

Blank form for publicity information. p. 1.

Office of Experiment Stations.

List of Station Publications Received by the Office of Experiment Stations During April, 1921. pp. 3.

Memorandum to directors of experiment stations regarding plans for Adams fund projects, 1921-22. p. 1.

Franked postcard notification of changing or adding names on mailing list of Experiment Station Record. Reprint.

Office of Extension Work South.

Suggestions on Use of Loose-Leaf Field Note Book and Card Record System for County Agents. 6 pages and 9 sample cards.

Form XS-37. The Use of the Steam Pressure Canner in Cooking. Reprint. pp. 8.

Memorandum of Dr. True May 18, 1920, regarding relations of home demonstration work to work in vocational home economics, etc. Reprint. pp. 3.

Memorandum to agents regarding time county agent should spend in office, etc. pp. 2.

Form XS-13. Execute Oath of Office and Personal Statement Sheet. Reprint. p. 1.

Form 87. Blank form for Detailed Financial Statement, 1921-1922. p. 1.

Form XS-32. List of Appointments or Other Formal Papers returned herewith. (Blank form.) p. 1.

Blank form for changes in official status. Reprint. p. 1.

Form XS-14. List of memoranda of employment returned herewith. Reprint. (Blank form.) p. 1.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

Potato Spray Rings. pp. 2.

The Project Committee that Gets Results. pp. 2.

Land Clearing Contest. pp. 2.

Keystone State Makes Progress. p. 1.

The County Agent - Some of the important things a county agent should have brought to his attention before entering upon his duties in a county. pp. 6.

Form 267. A Method of Analyzing County Extension Work. Rev. Reprint. pp. 9.

Form 268. Suggestions Regarding Preparation of Form No. 56, Monthly Report of State County Agent Leader. pp. 2.

Form 134. Franked postcard - Acknowledgment of report of county agent leader.

Launched, But Whither Bound? (Some averages from annual reports of county agents.) pp. 3.

Home Demonstration Section.

Home Demonstration Ideas:

More Triumphs in Local Leadership. p. 1.

Subject Matter Classes for Project Leaders at the Annual Round-up. p. 1.

County-wide Egg and Meat Contest Stimulates Interest in the Poultry Project. p.

Some Helpful Diagrams Showing Water-in-the-Home Possibilities. p. 1.

The Missouri Baby Feeding Project. p. 1.

Tracking the Pressure Cooker to Its Lair. p. 1.

Some Goals for County Home Demonstration Agents. p. 1.

Children, Meet the Milk Fairies! p. 1.

Boys' and Girls' Club Section.

"Own Your Own Room" Club Organization and Demonstration. By Gertrude L. Warren. pp. 16.

Furnishing and Caring for Your Room. Suggestions for "Own Your Own Room" Club Demonstrations. By Ruth Van Deman. pp. 8.

Home Dyeing for Club Members. By Gertrude L. Warren. Reprint. pp. 7.

Jelly Making. By Minna C. Denton and Fanny W. Yeatman. Reprint. pp. 13.

How to Dress Well at Small Cost. By Helen W. Atwater and Gertrude L. Warren. Reprint. pp. 13.

The Purpose of Boys' and Girls' Club Work as Shown Through an Analysis of the Projects Under Way. By Gertrude L. Warren. pp. 10.

Semi-annual Report of Boys' and Girls' Club Work, Dec. 1, 1920 to June 30, 1921. pp. 5.

Farm Management Demonstrations.

Farm management demonstrations project agreement. Reprint. pp. 4.

Blank form for report of the State farm management demonstrator. pp. 2.

Blank form for statistical summary farm management demonstrations. Reprint. p. 1.

Memorandum No. 46, Farm account books. pp. 2.

Miscellaneous.

Recommendations of the Conference of Extension Workers of Twelve Central States, Held at Chicago, Ill., March 22-23, 1921. pp. 5.

Form 71-A. Instructions regarding use of penalty envelopes. Reprint. p. 1.

Form 2. Appointment Request Blank. Reprint. pp. 2.

Memorandum to extension directors regarding State program of work with definite goals. pp. 4.

Memorandum to extension directors regarding analysis of boys' and girls' club work for 1920. pp. 2.

Memorandum to extension directors requesting the return to the Division of Publications of all surplus publications. p. 1.

Franked postcard - notification of publications exhausted.

Card for record of printed material.

Project Section return card.

Office of Home Economics.

Diet in Diabetes and Other Diets in which Carbohydrates are Restricted. pp. 2.

Letterhead of Office of Home Economics.

Reference slip. p. 1.

VERTICAL FILE

F. R. S.-FORM 1. PRINTED AND DUPLICATED MATERIAL ISSUED BY THE

MAR 12 1921

STATES RELATIONS SERVICE

APRIL, 1921

C. R. S.-LIBRARY

PRINTED.

Farmers' Bul.

142. Principles of Nutrition and Nutritive Value of Food. By W. O. Atwater.
Reprint. pp. 48

375. Care of Food in the Home. By Mrs. M. H. Abel. Reprint. pp. 42, figs, 2.

717. Food for Young Children. By C. L. Hunt, Rev. Reprint. pp. 26, figs. 4

1180. Housecleaning Made Easier, By Sarah J. McLeod. Reprint. pp. 31, figs. 6

Report of the Virgin Islands Agricultural Experiment Station, 1920, pp. 35, pls. 4
Experiment Stations Record, Vol. 44, No. 4. pp. IX 301+400

Blank form for financial report of agricultural extension divisions, 1921. pp. 22

Blank form for financial report of agricultural experiment stations, 1921 pp. 22

Form 20. Property lost or destroyed. p. 1. (Property clerk blank form.)

Form 24. Salary liabilities and payments. Card 8 x 5. Reprint. (Bureau Accounting Office.)

Travel liability card, 8 x 5. Reprint. (Office of Extension Work South.)

Form A-55. Invitation to monthly meeting of home demonstration club, etc. Postcard, 5 1/2 x 3 1/2. Reprint. (Office of Extension Work South.)

Allotment sheet. Loose leaf form. pp. 2. Reprint. (Office of Extension Work North and West.)

DUPLICATED.

Office of the Director.

Cooperative Extension Work in Agriculture and Home Economics. (Supersedes S. R. S. Doc. 90.) pp. 10. (See also "A Working Program for Smith-Lever Extension and Vocational Education Forces in the Various States" pp. 10)

Rulings regarding use of Smith-Lever funds. pp. 6.

Memorandum of understanding between the Executive Committee of the American Farm Bureau Federation and States Relations Service, relative to Farm Bureaus and the Extension Service (pp. 5) and memorandum accompanying same (p. 1).

Report of Committee on "A Working Program for Smith-Lever Extension and Vocational Education Forces in the Various States" (pp. 10) and memorandum accompanying same (p. 1).

Number of Cooperative Extension Employees, April. pp. 2.

Certification of Offset to Federal Smith-Lever Funds. Reprint. p. 1.

Memorandum regarding compensation for injury. p. 1.

Administrative Assistant's Office.

Express questionnaire (Property clerk blank form). p. 1.

Bureau Accounting Office.

Form 25. Memorandum of absence on official business. Reprint. pp. 2.

Library.

List of Extension Publications of State Agricultural Colleges Received by the States Relations Service during March, 1921. pp. 12.

Library charge slip. Reprint.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, March, 1921. pp. 4.

Exchange Mailing List Corrections, April, 1, 1921. pp. 4.

State Agricultural Officers. pp. 2.

Request for Duplicating. Reprint. pp. 2.

Lantern Slide Series No. 110, Labor Saving Methods on the Farm. pp. 3.

Record of use made of lantern slides. (Blank form.) Reprint. p. 1.

Three form letters regarding shipment of lantern slides and their return. p. 1. each

Blank form for requesting illustrative material. p. 1.

Franked postcard - notification of shipment of lantern slides.

Agricultural Instruction.

Lantern Slide Series No. 1 - Preparation and Use of Illustrative Material for Elementary Agriculture. pp. 3.

Lantern Slide Series No. 45 - Breeds of Poultry. pp. 2.

Lantern Slide Series No. 46 - Poultry Housing and Handling. pp. 2.

Lantern Slide Series No. 49 - Production and Distribution of Corn. pp. 9.

Lantern Slides for the Use of Teachers of Agriculture. pp. 4.

Office of Experiment Statins.

List of Station Publications Received by the Office of Experiment Stations During March, 1921. pp. 3.

ranked postcard - notification of number of Experiment Stations Record having been sent. Reprint.

Office of Extension Work South.

Form 900, revised. Staff of the Administrative and Field Force for the Fifteen Southern States. pp. (129).

Form XS-53. Utilization of Dried Fruits and Vegetables. Reprint. pp. 11.

Ways of Using Strawberries. Reprint. pp. 5.

McFadden Rural Credit Bill. Reprint. pp. 6.

Form XS-19. Request for Formal Leave of Absence. pp. 2.

Form B-504. Weekly Field Report. Reprint. pp. 12.

Form 910. Request for Supplies. Reprint. p. 1.

Form B-511-R. Winter Gardening Report. Reprint. pp. 2.

Supply record cards. Reprint.

Blank ruled sheets for supply record book. pp. 2.

Office of Extension Work North and West.

County Agents Section.

This Looks Good:

"All Work and No Play Makes Jack a Dull Boy." p. 1.

Keeping and Engagement. p. 1.

Landlord and Tenant Getting Together. p. 1.

County Project Committee Meeting Outline for State Leaders, Extension Specialists, and County Extension Agents. Reprint. pp. 10.

Status of County Agent Work in the Northern and Western States - 1920. pp. 5.

The Growth of an Idea. (Development of farm bureaus.)

Survey card, 4 x 6.

Home Demonstration Section.

Form 207, revised. Blank form for Annual Report of Home Demonstration Agent. pp. 13. Reprint.

Form 199-a. Blank form for Monthly Report of State Home Demonstration Leaders. Reprint. pp. 8.

Gummed Paper Dress Form. Reprint. pp. 5.

Data on Cooperation with Red Cross between July 1, 1920, and December 31, 1920. Reprint. p. 1.

Form 266. List of States and Extension addresses. pp. 4.

Memorandum to home demonstration agents regarding revision of annual report blanks, etc., p. 1.

Memorandum to extension workers inclosing questionnaire regarding reports, etc. pp. 3.

Reference slip. p. 1.

Boys' and Girls' Club Section.

The Demonstration Team - Its Value and Method of Training. pp. 6.

Analysis of Boys' and Girls' Club Work Under Various Types of Leadership. pp. 5.

Factors in County Analysis of Boys' and Girls' Club Work. (Blank form.) p. 1.

What Are We Going to Do About It? (Graph showing enrollment in boys' and girls' club work from 1914 to 1920.) p. 1.

Form E-7. Monthly Field Report of State Leaders. (Blank form.) pp. 4.

Farm Management Demonstrations.

Memorandum No. 45, Items of interest to farm management workers (pp. 3) together with article on Farm Management Club Work (pp. 2).

Outline for the Annual Report of Farm Management Demonstrations for Year 1920-21 (pp. 2) and Summary from County Agents' Annual Reports (pp. 1.)

Memorandum No. 44, including Preliminary Report of Labor and Material Requirements, Cost of Tomato Production, What the Retailer Does with the Consumer's Dollars, and Preliminary Report on Producing Wheat in Idaho and Washington. p. 1.

Miscellaneous.

Form 226. Memorandum to Extension Workers, Relative to Securing Publications, pp. 3.

Conclusions and Recommendations of the Conference of Extension Workers of Ten Eastern States. pp. 11.

The Extension Specialist and His Work. pp. 9.

Memorandum regarding expansion of funds and review of work of Northern and Western States. pp. 2.

Memorandum regarding submitting of budget for proposed expenditure Smith-Lever funds, etc. pp. 2.

Memorandum to directors of extension regarding projects, budgets, and plans of extension work for 1921-22. pp3.

Form letter in reply to requests for college and experiment station publications. p. 1.

Form 257. Memorandum for financial section. (Blank form) Reprint. p. 1.

Estimate of penalty envelopes, postcards, etc. p. 1.

Form 259. Letter to directors of extension - notification of requests for appointments of agents. Reprint. p. 1.

Form 41. Form letter regarding use of penalty envelopes. Reprint. p. 1.

Form 265. Blank form for record of budgets, projects, and plans of work of the States. p. 1.

Form 2. Appointment Requests Blank. pp. 2.

Form 131 Blank form containing list of States in North and West, Reprint, p. 1.

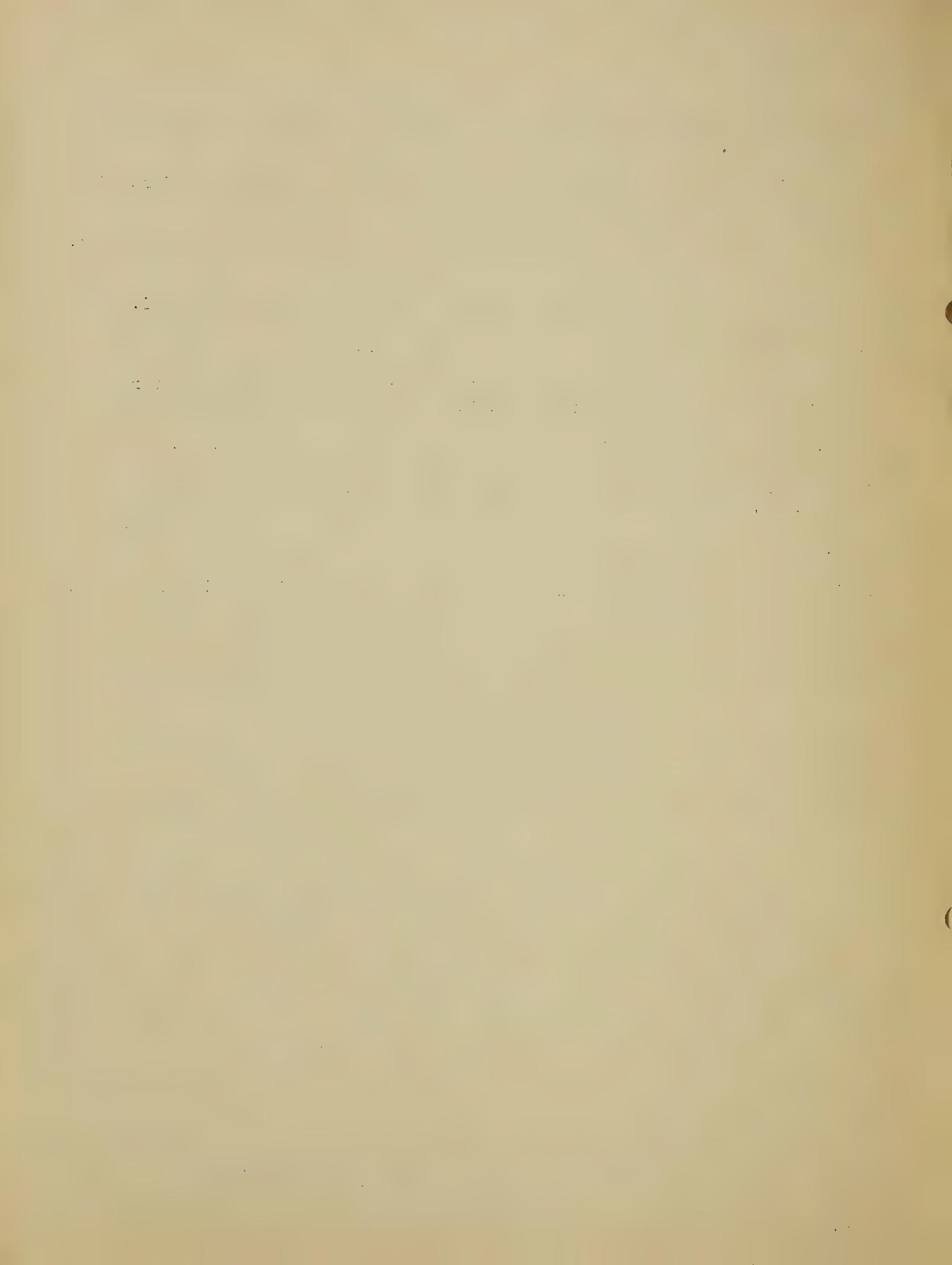
Form 2300 Record of appointment request. Reprint. p. 1.

Notice slip to accompany oath of office and personal statement sheet.

Office of Home Economics.

Thrift Program - Part II, Household Business and Management. pp. (3)

The Group Method of Estimating Calories and Protein in a Food Supply. p. 1.



PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
MARCH, 1921.

PRINTED.

Farmers' Bul. 871. Fresh Vegetables and Fruits as Conservers of Other Staple Foods. By Caroline L. Hunt. Reprint. pp. 10.

Farmers' Bul. 1136. Baking in the Home. By Hannah L. Wessling. Reprint. pp. 40, figs. 8.

Experiment Station Record, Vol. 44, No. 3, pp. XI - 201-300.

Exchange Mailing List, revised to February, 1921. (Editorial Division.) pp. 10.

Expenditures of funds by projects. (Director's Office blank form.) pp. 2.

Distribution of expenditures for insular stations accounts. (Bureau Accounting Office blank form.) pp. 2.

DUPLICATED.

Office of the Director.

Number of Cooperative Extension Employees, March. pp. 2.

Maximum Amounts of Federal Funds which Each State is Eligible to Receive Under the Cooperative Extension Act. p. 1.

Distribution of Supplementary Extension Funds by States. p. 1.

Form 87, revised. Budget (State extension work). pp. 5.
Form 87, personnel sheet. p. 1.

Form for plan of project work under county extension agents, 1921. p. 1.

Form for plan of project work - subject matter specialists, etc. p. 1.

Memorandum to directors of extension transmitting above two forms. p. 1.

Memorandum showing distribution of Smith-Lever funds for 1920-21, etc. p. 1.

Chief Clerk's Office.

Field Service Inquiry. (Blank form.) Reprint. p. 1.

Inventory of Property. (Blank form.) Reprint. p. 1.

Form 26. Invoice of Property Purchased. (Blank form.) p. 1.

Personnel cards. Reprints.

Letterhead (folded). - States Relations Service.

Bureau Accounting Office

Form C. L. 18 (Amending C. L. 8, 9, 14.) Memorandum regarding telegram charges. p. 1.

Form C. L. 24. Memorandum regarding cash advances for travel. p. 1.

Shipping instruction slip for attachment to B/L/

Form F. L. 13-A. Memorandum recalling identification card. p. 1.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during February, 1921. pp. 11.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, February 1921. pp. 4.

Lantern Slide Series No. 116, Beautifying the Farmstead. pp. 2.

Illustrative Work Pending. (Blank form.) p. 1..

Division of Agricultural Instruction.

Use of Illustrative Material in Teaching of Agriculture. Suggestions for Teachers in Secondary Schools. Reprint. pp. 17.

Office of Experiment Stations

List of Station Publications Received by the Office of Experiment Stations during February, 1921. pp. 3.

Letterhead - Experiment Station Record.

Insular Experiment Stations.

Letterhead - Porto Rico, Agricultural Experiment Station.

Office of Extension Work South.

Form 753. Annual Report of Home Demonstration Work for Women and Girls. (Blank fo
Rev. Reprint. pp. 15.

Form XS-37 The Use of the Steam Pressure Canner in Cooking. Reprint. pp. 8.

Notes on the Census in Maryland. pp. 6.

Br. S. A. Knapp's Ten Commandments of Agriculture. Reprint. p. 1.

Wattermelons for profit. pp. 4.

Demonstrations in the Finishing of Cattle for the Market-South Mississippi.
Velvet Beans. pp. 2.

Demonstrations in Building Permanent Pasture on Cultivated Land--South Mississippi.
p. 1.

Form 1305. Circular regarding franking privilege. Reprint. p. 1.

Form 228. Monthly Certificate of Service. Reprint. pp. 2.

Form 509. Memorandum of Employment. Reprint. pp. 2.

Form XS-47. Request for Weekly Field Reports. p. 1.

Form XS-55. Outstanding Salary Liabilities. pp. 2.

Form A-55. Franked postcard announcing monthly meeting of home demonstration club. Reprint of printed form in press.

Franked postcard stating that publications are exhausted.

Franked postcard acknowledging receipt of request for publications.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

"It Is All One Piece of Work." Keeping the Specialists Informed of the Progress of Project Work in the Counties. p. 1.

Celebration of the First Decade of County Agent Work. p. 1.

Rust Resistant Wheat in North Dakota - A Demonstration With a Kick. p. 1.

Work Planned and Work Done. pp. 4.

A County Agent in Iowa Raises Lady Bugs. pp. 1.

Cost of Construction of Pit Silos. p. 1.

Spray Ring Organizations. pp. 3.

The "Stencg's" Place in County Extension Work. pp. 2.

Form 264. A State-Wide Study of the County Agent Project in New York. pp. 12.

A Rational Method of Developing and Executing Community and County Programs of Work. Reprint. pp. 12.

Form 55, revised. Definition of Terms. pp. 2.

Form 129, revised. Memorandum to newly appointed county agents inclosing various forms and supplies. pp. 3.

Home Demonstration Section.

Proceedings of the First Conference of Extension Specialists in Clothing, Ames, Iowa, November 8-13, 1920. pp. 21.

Communities adopting specified projects. pp. 2.

General organization data. p. 1.

Nutrition chart. p. 1.

Clothing project - by States. p. 1.

Home management and household equipment. p. 1.

Boys' and Girls' Club Section.

Statistical Summary of Boys' and Girls' Club Work, 1920. pp. 25.

Recommendations for Clothing Club Demonstration Work. Reprint. pp. 21.

Suggestions to Leaders in Boys' and Girls' Clubs and Junior Extension Work for Counties Organized on Permanent Farm Bureau Basis. Reprint. pp. 11.

County Club Agent Plan of Work in a County Having Community Chairmen But No Local Project Leaders. p. 1.

Plan of Work, 1921. pp. 5.

Farm Management Demonstrations.

Summary of Farm Management Demonstration Project. p. 1.

Memorandum No. 42, Farm Management Demonstration Notes. pp. 8.

Miscellaneous.

List of Cooperative Extension Workers, Northern and Western States. Rev. Reprint. pp. 47.

Conference of Extension Workers from Twelve Central States, March 22-23, 1921, Chicago, Ill. (Program.) pp. 4.

Botulism and Its Relation to Canned Food (pp. 2) and memorandum to extension agents accompanying same (p. 1).

Memorandum No. 298 (Office of the Secretary). Political Activity - Employees Prohibited From Engaging in. Reprint. p. 1.

Stencil record card.

Office of Home Economics.

Form letter advising that publications are exhausted and suggesting ordering from Superintendent of Documents, etc. p. 1.

PRINTED AND DUPLICATED MATERIAL ISSUED BY THE
STATES RELATIONS SERVICE
FEBRUARY, 1921.

PRINTED.

Cooperative Extension Work in Agriculture and Home Economics, 1919. pp. 63.

Dept. Circ.

2. Sewing for Girls' Club Work. By Ola Powell. Reprint. pp. 20, figs. 15.
155. How Teachers May Use Farmers' Bulletin 1087, Beautifying the Farmstead. By C. H. Schopmeyer. pp. 6.
156. How Teachers May Use Farmers' Bulletin 1175, Better Seed Corn. By F. A. Merrill. pp. 6.
157. How Teachers May Use Farmers' Bulletin 1148, Cowpeas: Culture and Varieties. By F. A. Merrill. pp. 8.
158. How Teachers May Use Farmers' Bulletin 1125, Forage for the Cotton Belt. By F. A. Merrill. pp. 8.
160. Peppers. (Reprint of S. R. S. Doc. 39, Ext. South.) pp. 10, figs. 4.

Farmers' Bul.

607. The Farm Kitchen as a Workshop. By Anna Parrows. Rev. Reprint. pp. 22, figs. 5.
927. Farm Home Conveniences. By Madge J. Reese. Reprint. pp. 32, figs. 24.
1092. Home Laundering. By Lydia Ray Paderston. Reprint. pp. 31, figs. 10.
1180. Housecleaning Made Easier. By Sarah J. MacLeod. pp. 31, figs. 6.

Report of the Guam Agricultural Experiment Station, 1919. pp. 52, pls. 7.

Porto Rico Sta. Circ. 19. Poultry Keeping in Porto Rico. By H. C. Henricksen. pp. 22, figs. 14.

Experiment Station Record, Vol. 44, No. 1. pp. X + 100.

Experiment Station Record, Vol. 44, No. 2. pp. X + 101-200.

Key to Subject Index of Experiment Station Literature. Rev. Reprint. pp. 4.

Statement Showing Condition of Allotments by States and Projects - South. (Bureau Accounting Office blank form.) p. 1.

Form 6. Annual Report of County Agricultural Agent. Rev. Reprint. (Office of Extension Work North and West.) pp. 19.

Franked postcards, $4\frac{1}{2}$ x 7 and $3\frac{1}{2}$ x $5\frac{1}{2}$ ". (Office of Extension Work South.)

Photomounts. (Office of Extension Work South.)

DUPLICATED.

Office of the Director.

Number of Cooperative Extension Employees, February. pp. 2.

Chief Clerk's Office.

Application for Appointment or Transfer. Reprint. p. 1.

Franked double postcard notice of shipment. Reprint.

Library.

List of Extension Publications of the State Agricultural Colleges Received by the States Relations Service during January, 1921. pp. 10.

Editorial Division.

Printed and Duplicated Material Issued by the States Relations Service, January, 1921. pp. 4.

Exchange Mailing List Corrections, February 1, 1921. pp. 7.

List of Land-Grant Colleges in the United States, February 15, 1921. Rev. Reprint. pp. 2.

State Officers in Charge of Agricultural Extension Work, February 15, 1921. Rev. Reprint. pp. 2.

Editorial Division letterheads. Reprint.

Card for keeping record of printing of S. R. S. Reprint.

Summary of 42 Replies to a Questionnaire Regarding Motion Pictures Sent to State Directors of Extension, March, 1920 (pp. 4), and memorandum to accompany same (p. 1).

Lantern Slide Record. (Blank form.) Reprint. p. 1.

Progress of Work on Illustrative Material. (Blank form.) p. 1.

Franked postcard for revision of mailing list. Reprint.

Office of Experiment Stations.

List of Station Publications Received by the Office of Experiment Stations during January, 1921. pp. 3.

Franked postcard, notification of addresses being placed on mailing list for Experiment Station Record. Reprint.

Office of Extension Work South.

Form B-504. Weekly Field Report. Rev. Reprint. pp. 2.

Memorandum to county agents regarding the fertilizer situation, etc. p. 1.

Form XS-45. List of Monthly Certificates of Service returned herewith. Reprint. pp. 2.

Memorandum requesting receipts (on form 910-A) for supplies furnished agents, etc. p. 1.

Form XS14. List of Memoranda of Employment returned herewith. Reprint. p. 1.

Memorandum acknowledging request for receipt of slides, etc. p. 1.

Form 44. Instructions Regarding the Use of Penalty Envelopes of the United States Department of Agriculture by Cooperative Extension Employees. Reprint. pp. 4.

Pages from lists of agents (900a, 900a4, 900b3, 900e3, 900i5, 900j4, 900k2, 900k3, 900n4). Reprints. pp. 9.

Office of Extension Work North and West.

County Agent Section.

This Looks Good:

Poultry Culling Demonstrations. pp. 2.

The What, Where, When, Who, and How Much of Project Making. pp. 3.

Data From a Summary of the Annual Reports of County Agents - 1920. pp. 4.

Home Manufacture of Wool. p. 1.

Livestock Improvement Association Work. p. 1.

How a County Agent Assisted in Standardizing Wheat Varieties. pp. 2.

County Agents Aid in Cost of Production Studies. p. 1.

Sulphur as a Fertilizer. p. 1.

Memorandum regarding changes in county agent leaders and assistant leaders in the various States, etc. pp. 4.

Home Demonstration Section.

Will This Help You?

Cooperative Buying. p. 1.

A Home Demonstration Agent in a New County. p. 1.

Beautifying Home Surroundings. p. 1.

"Tuning Up" Community Meetings. p. 1.

Summary of the Proceedings of the Conference of Extension Specialists in Clothing, Ames, Iowa, November 8-13, 1920. pp. 7.

Boys' and Girls' Club Section.

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Memorandum regarding commercial candy making, etc. pp. 2.

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Dept. Circ. 141. Status and Results of Home Demonstration Work, Northern and Western States, 1919. By Florence E. Ward. pp. 25, figs. 10.

Dept. Circ. 159. How Teachers May Use Farmers' Bulletin 1121: Factors that Make for Success in Farming in the South. By F. A. Merrill, pp. 7, fig. 1.

Farmers' Bul. 1136. Baking in the Home. By Hannah L. Wessling. pp. 40, figs. 15.

Guam Sta. Circ. 1. Para and Paspalum Grasses. By Glan Briggs. pp. 10.

Experiment Station Record, Vol. 43, No. 9. pp. XI + 801-900.

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Condition Report of Lantern Slides. p. 1.

Slip for keeping record of condition of lantern slides. p. 1.

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The Value of Birds in Relation to Agriculture. By W. L. McAtee. (Lect. 10.) pp. 16.

Lantern Slide Sets Loaned by the Division of Agricultural Instruction. Reprint. pp. 2.

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A Classified List of Projects Carried On by the Agricultural Experiment Stations, 1919. pp. XIV + 225.

List of Station Publications Received by the Office of Experiment Stations During December, 1920. pp. 3.

Report to the Chairman of the Research and Data Committee of the American Society of Agricultural Engineers. By R. W. Trullinger. pp. 9.

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Form XS-36. Method of Saving Wilt Resistant Tomato Seed. pp. 2.

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State Legislation for Organized County Cooperation in Extension Work in Agriculture and Home Economics. pp. 2.

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Report of the Director of the States Relations Service, 1920. pp. 45.

Experiment Station Record, Vol. 43, No. 7. pp. X - 601-700, fig. 1.

Experiment Station Record, Vol. 43, No. 8. pp. X - 701-800.

Report of the Alaska Agricultural Experiment Stations, 1919. pp. 90,
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